



New Jersey State Federation of Women's Clubs of GFWC

Jan W. Hanson, President

Let Our Voices Soar

October 2021

Dear Club Presidents and Club Members,

Enclosed are your Report Forms for the year ending December, 2021. As in the past, they must be mailed to the Chairman whose name is listed on each form, postmarked by February 1, 2022.

We should all be able to agree that writing year-end reports, including project narratives, is a wonderful way to document your club history. And when you submit your reports to NJSFWC, you assure that your club and its activities will be a part of our Federation's rich 127-year history.

I encourage you to share these forms with your Chairmen. Many clubs find it helpful to print an additional copy, or visit our website to download forms as needed. The report forms on our website will be in a **pdf fillable format**. This will enable those who prefer, to type directly onto the forms before printing and mailing them to the appropriate chairmen.

Please remember that your narratives are extremely important to our NJSFWC Chairmen. The Chairmen write their reports using information contained in YOUR narratives. In addition, the Club Creativity Award entry may be selected from the narratives submitted by you, and winning entries selected by GFWC will receive a certificate and monetary award.

If you have any questions, please feel free to contact me or one of the Vice Presidents for assistance.

Report Writing is important for documenting the history of your club while providing the NJSFWC with important information about your projects. Make sure your activities are included in the totals. Our voices can only soar as high as the information that you provide.

In Federation Friendship,

Jan Hanson
NJSFWC President

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New Jersey State Federation of Women's Clubs of GFWC

Report Writing Instructions 2021 Calendar Year (January 1, 2021 – December 31, 2021)

GENERAL INFORMATION:

Enclosed in this packet are the following:

1. The calendar year 2021 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, 2021 Blue Sheet (Yearbook Data Form).

Gathering Information

- Gather all the information about your club's activities from January 1, 2021 through December 31, 2021. 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 two pages for each Community Service program area 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 towns 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.

New Jersey State Federation of Women's Clubs of GFWC Report Writing Information

Valuation Guide for In-Kind Donations:

Notes:

- Any **new items** donated should be valued at their actual price.
- If donating used items not listed below (furniture, household goods, etc.), the value of these should be approximately 1/3 of their original cost.
- Some items listed below are handmade or homemade and are not used, so an approximate value is listed as a guide.

Use this guide to help value items frequently donated by clubs or their communities in support of club projects.

- Aluminum tabs----- \$ 1 per pound
- Books, used----- \$ 2
- CD's or DVD's, used----- \$ 2
- Coats, used----- \$ 10
- Cookies----- \$ 5 per dozen
- Dolls/animals, handmade (for police, first responders)----- \$ 5
- Eyeglasses, used----- \$ 2/pair
- Gloves/mittens/scarves, used----- \$ 2
- Gowns, used (prom gowns, etc.)----- \$ 25
- Hats or caps, new knitted/crocheted ----- \$ 5
- Hats or caps, handmade (for cancer patients)----- \$ 5
- Masks for COVID-19 purposes, new----- \$ 2-\$5
- Shoes, used----- \$ 5/pair
- Stuffed animals, used (for police, first responders)----- \$ 1
- Towels/rugs, used (for animal shelters, etc.)----- \$ 1 - \$2

Note: Clothing items not listed above can be valued at \$2 per piece.

Where Should We Report It?

All projects should be reported based on your intent. This list is for your consideration. The projects are listed in the left column. The corresponding right column names of the NJSFWC Supplement and report Worksheets to use.

<u>Project Name</u>	<u>NJSFWC Report Form</u>
1734 Society (GFWC)	Women's History
1894 Society (NJSFWC)	Women's History
AARP/55 Alive Program	Civic Engagement and Outreach
Achievement Day Entries/Arts Creative	Arts and Culture
Achievement Day Entries/Environment	Environment
Achievement Day Workers	Leadership
Acme Supermarket Receipts	Fundraising
Adopt a Family	Civic Engagement and Outreach
Adopt-a-Highway, litter clean-up	Environment
Adult Day Care	Health and Wellness
After School Action Kit	Education and Libraries
After School Alliance / Program	Education and Libraries
Agendas, Preparing and Facilitating Meetings	Leadership
AIDS/HIV	Health and Wellness
AIDS/HIV—UNICEF Campaign	Health and Wellness
Alex's Lemonade Stand	Advocates for Children
Aluminum Tab Collection for Ronald McDonald House	Advocates for Children
Alzheimer's/Alzheimer's dolls for patients	Health and Wellness
Amber Alert Emergency Response System	Civic Engagement and Outreach
America Recycles Day	Environment
American Mural Project	Arts and Culture
Anger kits/ Hygiene kits	Domestic Violence Awareness
Animal, Rescue and Management, SPCA	Environment
Anti-Bullying	Advocates for Children
Anti-Smoking Campaigns	Health and Wellness
Arbor Day	Environment
Armed Forces	Civic Engagement and Outreach
Art Shows/Exhibits	Arts and Culture
Art/Art Projects	Arts and Culture
Arthritis	Health and Wellness
Arts Performing Festival	Arts Performing
Author as Speaker	Education and Libraries
Autism/Autism Awareness Month	Advocates for Children
Baby Shower-Prevent Child Abuse-NJ	Domestic Violence
Baby Sitting Classes	Civic Engagement and Outreach
Back-Pack feeding program	Advocates for Children
Backpack project for NAMI NJ	Health and Wellness
Backyard/schoolyard/wildlife habitat program	Environment
Banners (club-create/purchase)	Communications
Battered Women/Children Shelters	Domestic Violence Awareness
Beautifying Town Areas or Beaches	Environment
Begin "study circles" for legislative issues	Legislation
Better Business Bureau	Civic Engagement and Outreach
Bicycle Safety	Civic Engagement and Outreach
Big Sister/Mentoring of New Members	Leadership
Bike Safety Helmets	Civic Engagement and Outreach
Bird, Butterfly and Bee Friendly Gardens	Environment
Birthday Bags for Shelters	Domestic Violence Awareness

Project Name**NJSFWC Report Form**

Blizzards Bags	Civic Engagement and Outreach
Blood/Bone Marrow Drives	Health and Wellness
Blue Bear Brigade/Kids packs	Advocates for Children
Blue Ribbon Campaign	Civic Engagement and Outreach
Board Meetings (Prepare and Attend)	Leadership
Book Clubs/Review Sections	Education and Libraries
Book Donations/Memorials	Education and Libraries
Book Drive	Education and Libraries
Books for Babies Program	Education and Libraries
Bootie and Preemie Hats for newborns	Advocates for Children
Box Tops for Education	Education and Libraries
Boy and Girl Scouts/Clubs	Civic Engagement and Outreach
Braille	Health and Wellness
Breastcancersite.com	Health and Wellness
Bullying	Advocates for Children
By-Laws	Leadership
Cancer	Health and Wellness
Candidates Night/Forums	Civic Engagement and Outreach
Canine Companions for Independence	Civic Engagement and Outreach
Cards for Kids	Arts and Culture
CARE	Health and Wellness
CASA (Court Appointed Spec. Adv.)	Advocates for Children
Cecilia Gaines Holland Award nomination	Leadership
Celebrate GFWC Advocates for Children Week in Oct.	Advocates for Children
Cell phones, used	Domestic Violence Awareness
Check Out Hunger Campaign	Civic Engagement and Outreach
Child Abuse	Domestic Violence
Child Safety	Advocates for Children
Child Safety and Booster Seats	Civic Engagement and Outreach
Child Safety Seats	Civic Engagement and Outreach
Childreach (formally known now as Plan USA)	Civic Engagement and Outreach
Children's Books on tape	Education and Libraries
Children's Education	Education and Libraries
Children's Health Programs	Advocates for Children
Children's Hospitals	Advocates for Children
Chorus	Arts Performing
Civic Engagement Day	Civic Engagement and Outreach
Class Assistance/Volunteers	Education and Libraries
Clothing Drives	Civic Engagement and Outreach
Clothing with club logo, sell and wear	Communications
Club Anniversary Celebration	Women's History
Club Business Cards	Communications
Club History	Women's History
Club House Maintenance	Membership
Club Profiles	Communications
Club Socials/Summer Events	Membership
Club/District Administration	Leadership
Code Adam	Civic Engagement and Outreach
Comfort Pillows (i.e., breast cancer, heart surgery)	Health and Wellness
Community Clean-ups	Environment
Community Concerns	Civic Engagement and Outreach
Community FoodBank of New Jersey	Civic Engagement and Outreach
Community Gardens	Environment
Community Impact Program project	Report in Appropriate Department
Community Painting Projects	Arts and Culture
Concert/Play Sponsorship	Arts Performing

Project Name**NJSFWC Report Form**

Conduct a letter writing workshop	Legislation
Conduct an Orientation for officers and chairmen	Leadership
Contact NJ Legislators	Legislation
Contact U.S. Senators/Representatives	Legislation
Convention (attend) NJSFWC or GFWC	Leadership
Convention Program, purchase ad	Communications
Coupons (Operation Coupon)	Civic Engagement and Outreach
CPR Classes	Health and Wellness
Crafts	Arts and Culture
Create clipping service on legislative issues for members	Legislation
Creative Writing	Arts Performing
Crime Prevention Month	Civic Engagement and Outreach
Cultural Exchange	Civic Engagement and Outreach
CURE International	Civic Engagement and Outreach
“Cut It Out” Program	Domestic Violence Awareness
Dance	Arts Performing
DARE	Advocates for Children
D.E.A.R.	Education and Libraries
Decorate a hospital ward for holidays	Arts and Culture
Delegate Fund-help offset cost of attending state meetings	Leadership
Denim Day	Domestic Violence Awareness or Health And Wellness
Develop a Leadership Library, share books on this topic	Leadership
Diabetes	Health and Wellness
Dictionary Project	Education and Libraries
Disabled Persons Help/Support	Civic Engagement and Outreach
Disaster Relief	Health and Wellness
Discuss legislative issues at a club meeting	Legislation
Displaced Persons (Homeless)	Civic Engagement and Outreach
Displays (in public locations)	Communications
District/State/Regional/GF Meetings (attend)	Leadership
Domestic Violence Shelter Support	Domestic Violence Awareness
Donate books about art, photography, etc.	Arts and Culture
Donate to Headquarters Wish List in honor of member	Women’s History
Dooley House	Health and Wellness
Drama Badge for Girl Scouts	Arts Performing
Drama	Arts Performing
Dress for Success and similar organizations	Domestic Violence Awareness
Driving Safety	Civic Engagement and Outreach
Earth Day	Environment
Easter Seals	Advocates for Children
Editorials	Communications
Educate members & others on importance of foster care	Advocates for Children
Educate community about Heart Disease	Health and Wellness
Elder Abuse	Domestic Violence Awareness
Road Scholar	Education and Libraries
Elections – Local Boards or Local/State/National Offices	Civic Engagement and Outreach
Emergency Medical Services for Children	Advocates for Children
Emergency Preparedness	Civic Engagement and Outreach
Energy Awareness	Environment
Child Safety	Advocates for Children
Embrella	Advocates for Children
Entertain members/students/seniors with music/dance/etc.	Arts Performing
Environmental Issues	Environment
ESL/Illiteracy tutoring	Education and Libraries
ESO (GFWC Reading Program)	Education and Libraries

Project Name**NJSFWC Report Form**

Ethnic Clubs or Groups	Civic Engagement and Outreach
Exchange Students	Civic Engagement and Outreach
Facebook Account (or other social media) for club	Communications
Faces Make Places	Arts and Culture
Family Reading	Education and Libraries
Federation Day (April 24th) promotions	Communications
Fingerprinting Children	Civic Engagement and Outreach
Fire Prevention Week	Civic Engagement and Outreach
Fire Safety	Civic Engagement and Outreach
Fire, Rescue and Ambulance Services	Civic Engagement and Outreach
First Aid Classes	Health and Wellness
Flag Salute or Flag Etiquette	Civic Engagement and Outreach
Flower Arranging	Arts and Culture
Flyers (club projects/activities)	Communications
Follow annual/monthly procedure check list for President	Leadership
Food donations from hunters	Civic Engagement and Outreach
Food Donations to local food pantries	Civic Engagement and Outreach
Forest/Park Ranger Programs	Environment
Form a Legislative Committee	Legislation
Foster Care	Advocates for Children
Free Credit Report	Civic Engagement and Outreach
Friends of the Park Program	Environment
Garden/Pond Tour	Environment
GCI (Girl's Career Institute)	Education and Libraries
Geography Bee	Education and Libraries
GFWC CLUBWOMAN Magazine, subscribe/submit info	Communications
GFWC Legislative Alerts, read and discuss	Legislation
GFWC Legislative Network (LegNet)	Legislation
GFWC Membership Day, publicize	Communications
GFWC Middle Atlantic Region Conference (attend)	Leadership
GFWC Pillowcase Project	Advocates for Children
GFWC Road Sign	Communications
GFWC Seasonal Recruitment Campaign	Membership
GFWC Survivors Scholarship	Domestic Violence Awareness
GFWC Writing Contests	Arts Performing
GFWC Women's History and Resource Ctr.	Women's History
GFWC Leadership Education and Development Seminar (LEADS)	Leadership
Gilda's Club	Health and Wellness
Give new members a job	Leadership
Global Volunteers	Civic Engagement and Outreach
Gowns for proms	Advocates for Children
Graffiti Hurts Program	Environment
Great American-Clean-up	Environment
Habitat for Humanity	Civic Engagement and Outreach
Hands on the World Global, Inc.	Civic Engagement and Outreach
Headquarters Wish List	Women's History
Health and Fitness/Obesity Prevention in children	Advocates for Children
Health Fairs/Physical fitness	Health and Wellness
Health Issue Programs	Health and Wellness
Heart Month	Health and Wellness
Heavenly Hats	Health and Wellness
Heifer International	Civic Engagement and Outreach or Health and Wellness
Help teens in transition due to aging out of foster care	Advocates for Children

Project Name**NJSFWC Report Form**

Heritage Costume Party	Arts and Culture
Heritage Poster/Essay Contest	Advocates for Children
Highway Safety Programs	Civic Engagement and Outreach
Historic District	Civic Engagement and Outreach
History Book	Communications
Honor Roll/Order of the Lily	Membership
HOPE	Health and Wellness
Hospitals, Clinics, assisting at or sponsor Screening	Health and Wellness
Hostess a District Council	Leadership
Hugh O'Brien Youth Leadership (HOBY)	Education and Libraries
Human Right Issues (Int'l)	Civic Engagement and Outreach
Humane Society	Environment
Hungersite.com	Civic Engagement and Outreach
Hygiene kits/anger kits	Domestic Violence Awareness
Identify/preserve club history by archiving your records	Women's History
Illiteracy (prevention and tutoring)	Education and Libraries
Illustrate stories read	Arts and Culture
Immunizations	Health and Wellness
Information Booth/Display	Communications
INMED/Face the Challenge Campaign	Advocates for Children
Inside Knowledge, gynecological cancer	Health and Wellness
Interfaith Hospitality Network-Family Promise	Civic Engagement and Outreach
International Meals	Arts and Culture
Invite an expert of public speaking to a club meeting	Leadership
Invite State, District officers to attend a club event	Leadership
Invite your District Vice President to a club meeting	Leadership
Jennie Award	Leadership
Join GFWC Legacy Club	Women's History
Keep America Beautiful Projects	Environment
Kettering Foundation	Civic Engagement and Outreach
Khaki Pants Project	Domestic Violence Awareness
Kids Café/Kids Closet at Community FoodBank	Advocates for Children
Kids on the Block	Advocates for Children
Leadership Workshops	Leadership
Leadership Materials NJSFWC/GFWC	Leadership
Learn about childhood diseases, prevention and treatment	Advocates for Children
Learn about Internet safety/how social media affects youth	Advocates for Children
Legislative Committees	Legislation
Lending Video Library	Arts Performing
Letter Writing Workshop	Legislation
Library Programs (summer reading, book clubs, etc.)	Education and Libraries
Library Services for Children and Youth	Education and Libraries
Lights on After School	Education and Libraries
Literacy Day	Education and Libraries
Literacy Volunteers of America	Education and Libraries
Logos (use of GFWC/NJSFWC)	Communications
Lupus	Health and Wellness
MADD	Civic Engagement and Outreach
March of Dimes	Advocates for Children
Mardi Bra, new bra collection for DV shelters	Domestic Violence Awareness
Maternal Neonatal Tetanus Program	Health and Wellness
McGruff the Crime Dog	Civic Engagement and Outreach
Meals-on-Wheels	Civic Engagement and Outreach
Member Orientation	Membership
Membership Drive	Membership

Project Name**NJSFWC Report Form**

Membership Materials	Membership
Membership Week Proclamation	Membership
Mental Illness Awareness Week in October	Health and Wellness
Mentor New Members	Membership
Military Support	Civic Engagement and Outreach
Million Voices Campaign	Domestic Violence Awareness
Mini-grants—Arts	Arts and Culture
Monthly Birthday Party/Kids Café/FoodBank	Advocates for Children
Murals	Arts and Culture
Murder Mystery Night	Arts Performing
Music in the Schools Month	Arts Performing
Musical Instrument Collection/Donation	Arts Performing
My Medicines Brochure	Health and Wellness
Nami NJ	Health and Wellness
National Children’s Book Week	Education and Libraries
National Crime Victims’ Rights Week	Civic Engagement and Outreach
National Day of Remembrance	Civic engagement and Outreach
National D-Day Memorial	Civic Engagement and Outreach
National Education Week	Education and Libraries
National History Day	Women’s History
National Hunger Day	Civic Engagement and Outreach
National Library Week	Education and Libraries
National Music Week	Arts Performing
National Night Out	Civic engagement and Outreach
National Organization on Disability	Health and Wellness
National Park Week	Environment
National Registry of Historic Trees	Environment
National SAFEKIDS Campaign	Civic Engagement and Outreach
National Wildlife Federation	Environment
National Women’s Hall of Fame	Women’s History
National Women’s History Month	Women’s History
Natural Resources Defense Council	Environment
Nature Generation Programs	Environment
Networking with community volunteer organizations	Leadership
New Eyes for the Needy	Health and Wellness
New Member Orientation	Membership
New Members Installation Ceremonies	Membership
Newsletters, club/district	Communications
Nike Reuse a Shoe Program	Environment
NJSFWC Creative Writing Contest	Arts Performing
NJSFWC Financial Seminar	Leadership
NJSFWC Membership Pins	Membership
NJSFWC Membership Week	Membership
NJSFWC Open House at HQ	Membership
NJSFWC Road Sign	Communications
Nominate a candidate for Cecilia Gaines Holland Award	Leadership
Nominate a club member for GFWC Jennie Award	Leadership
Nominating Committee	Leadership
Nursing Homes	Health and Wellness
Nutrition	Health and Wellness
Observe Prevent Domestic Violence Month-October	Domestic Violence Awareness
Observe Prevent Child Abuse month – April	Domestic Violence Awareness
Obtain Leadership materials from NJSFWC & GFWC HQ	Leadership
Olga Mackaronis Refurbishment Fund	Women’s History
Opera- research, attend	Arts Performing

Project Name	NJSFWC Report Form
Operation Cookie/Candy	Civic Engagement and Outreach
Operation Smile	Health and Wellness
Operation Yellow Ribbon (Christmas Stockings)	Civic Engagement and Outreach
Oral Histories	Women's History
Organ Donor Program	Health and Wellness
Orientations (new and established members)	Membership
Osteoporosis	Health and Wellness
Ovarian Cancer	Health and Wellness
Paints in the Park	Arts and Culture
Pair experienced and newer members for chairmanships	Leadership
Palm Cards (Domestic Violence)	Domestic Violence Awareness
Parade Floats	Arts and Culture
Parade Participation	Civic Engagement and Outreach
Parliamentary Procedure and Training	Leadership
Partner Abuse Prevention	Domestic Violence Awareness
Party in a Box for Shelters/Hospitals	Advocates for Children
Patriotic Activities/Celebrations/songs at meetings	Civic Engagement and Outreach
Pedals for Progress	Civic Engagement and Outreach
Period of Purple Crying	Domestic Violence Awareness
Photography	Arts and Culture
Physical Fitness	Health and Wellness
Plant a Blue Pinwheel Garden for PAC-NJ	Domestic Violence
Plant Trees (Honor/Memorial)	Environment
Pledge of Allegiance	Civic Engagement and Outreach
Poetry Night	Arts Performing
Positive Parenting	Advocates for Children
Poster/slogan contest dealing with Bullying	Advocates for Children
PR Promotions	Communications
Prepare and use an agenda	Leadership
Presidential Freedom Scholarships	Education and Libraries
Press Releases	Communications
Pressbook	Communications
Poetry/Short Story Contest	Arts Performing
Procedure Books	Leadership
Profiles--Club/NJSFWC/GFWC	Communications
Progressive Luncheons/Dinners	Arts and Culture
Project Graduation	Civic Engagement and Outreach
Project Linus or Warm-Up America	Advocates for Children
Promote responsible driving habits for teens	Advocates for Children
PTO/PTA/SCA/HAS	Education and Libraries
Public Hearing on Legislative Issues	Legislation
Public Signings of legislation	Legislation
Purchase subscription to ALMANAC	Communications
Purchase/Use NJSFWC Yearbook	Leadership
Read-a-Thon	Education and Libraries
Read Across America	Education and Libraries
Read to Feed	Education and Libraries
Reading is Fundamental (RIF)	Education and Libraries
Recall Lists	Civic Engagement and Outreach
Recognize Woman of the Year, Rookie of the Year, etc.	Membership
Recognition of 25 and 50 year members	Membership
Record an oral history of your club	Women's History
Recycling	Environment
Red Cross	Civic Engagement and Outreach

Project Name**NJSFWC Report Form**

Red Ribbon Campaign	Civic Engagement and Outreach
Remembrance Garden	Environment
Rental of Meeting Space	Membership
Report Writing Workshop--Club	Leadership
Research/share accomplishments of local women	Women's History
Resolutions, submit to NJSFWC	Legislation
Retirement and Financial planning	Civic Engagement and Outreach
Reusable Shopping Bags	Environment
Review and use materials in the GFWC Club Manual	Leadership
Review Parliamentary Procedure at meeting or newsletter	Leadership
Ring Leader Program	Environment
Ronald McDonald Houses	Advocates for Children
SADD	Civic Engagement and Outreach
Safe Kids	Advocates for Children
Safety on the Internet/Driving	Advocates for Children
Safety Town or Bicycle Rodeo	Civic Engagement and Outreach
Save the Children	Health and Wellness
Scenery for Theatre Group	Arts and Culture
Schedule brain storming session to write club reports so all members can participate	Leadership
Scholarships	Education
School Supplies/Community FoodBank	Advocates for Children
Scrapbook	Communications
Seat Belt usage	Civic Engagement and Outreach
Self-esteem building in children	Advocates for Children
Shining Future Endowment Campaign	Women's History
Shot@Life	Health and Wellness
Sing-a-longs	Arts Performing
Smart and safe computer use	Advocates for Children
Smoke/Carbon Monoxide Detectors	Civic Engagement and Outreach
Soles4Souls	Environment
Speaker for 125 th Anniversary	Women's History
Speaking of Pain	Health and Wellness
Special Olympics	Advocates for Children
Special State Project Pins	Special State Project
Spelling Bee	Education and Libraries
Sponsor a Juniorette Club	Membership
Sponsor a walk or run for hunger	Civic Engagement and Outreach
St. John of God School	Education and Libraries
State Fall Conference	Leadership
Stuffed Bear to Local Police	Civic Engagement and Outreach
Subscribe to GFWC News & Notes	Leadership
Subscribe to NJSFWC eConnection	Leadership
Subscribe to GFWC Leg/Net	Legislation
Summer Reading Programs	Education and Libraries
Sunshine/Courtesy Chairman	Membership
Support drug abuse prevention programs	Advocates for Children
Support local artists	Arts and Culture
Support local food pantries and food banks	Civic Engagement and Outreach
Surveys-Hobbies, Interests, Talents, Evaluation, etc.	Membership
Sweat Suits for Rape Victims	Domestic Violence Awareness
Teal Pumpkins Halloween Project	Advocacy for Children
Teen Dating Violence	Domestic Violence Awareness
Teen Read Week	Education and Libraries
Teen Violence	Advocates for Children

Project Name**NJSFWC Report Form**

Telephone Chain	Membership
Third Grade Seedling Project	Environment
Three Worlds Dinner	Civic Engagement and Outreach
Town Council Meetings	Civic Engagement and Outreach
Tray Favors	Arts and Culture
Tree City USA	Environment
Tree Plantings	Environment
Trips to Art Exhibits	Arts and Culture
Turkey/Ham Donations at the Holidays	Civic Engagement and Outreach
U.S. Saving Bonds (school achievement awards)	Education and Wellness
Underserved clinics/health centers	Health and Wellness
UNICEF Mother/Child HIV	Health and Wellness
UNICEF Trick or Treat	Health and Wellness
UNIFEM	Civic Engagement and Outreach
United Nations	Civic Engagement and Outreach
United Nations Day October 24	Civic Engagement and Outreach
United Nations Visit/Educate	Civic Engagement and Outreach
United Through Reading	Education and Libraries
Use the NJSFWC Manual for Club Presidents	Leadership
Used Cellular Phones Donations	Domestic Violence Awareness
USFA's Kids Page	Civic Engagement and Outreach
USO	Civic Engagement and Outreach
Utilize Procedure books for officers, chairmen, projects	Leadership
Utilize www.votesmart.org , explain how used	Legislation
Valerie Fund	Advocates for Children
Very Special Arts (VSA)	Arts and Culture
Veterans	Civic Engagement and Outreach
Vial of Life	Health and Wellness
Vineland Developmental Center	Health and Wellness
Visit GFWC Headquarters in Washington, DC	Women's History
Visit GFWC Women's History and Resource Center in person or on-line	Women's History
Visit NJSFWC headquarters in New Brunswick	Women's History
Volunteer to read to children at schools/day care centers	Education and Libraries
Visit Women's Historical Sites	Women's History
Vote in elections	Civic Engagement and Outreach
Warm-up America	Civic Engagement and Outreach
Water and Soil Conservation	Environment
Wear Red Day, Heart Health	Health and Wellness
Websites, webpage or blog	Communications
Weight loss/walking groups	Health and Wellness
Wells (Hands on the World)	Health and Wellness
Wellness Centers	Health and Wellness
Wellness Community House	Health and Wellness
Wiggies	Health and Wellness
Wildlife Refuge or Land Preservation Projects	Environment
Wish Tree	Depends on who the gifts are intended for
Women and Smoking	Health and Wellness
Women in History	Women's History
Women's Equality Day (19 th Amendment)	Civic Engagement and Outreach
Women in Military Service (WIMSA)	Civic Engagement and Outreach
Women in the Military Registration Drives	Civic Engagement and Outreach
Women of Achievement Award nomination/patron	Education and Libraries
Women's Veterans Recognition Week	Civic Engagement and Outreach
Work with League of Women Voters	Engagement and Outreach

Project Name**NJSFWC Report Form**

World Book Day	Education and Libraries
World Food Day	Civic Engagement and Outreach
World Geography/Essay Contests	Education and Libraries
World Polio Day	Health and Wellness
Write to Congress on issues other than focus areas	Legislation
Youth Art Exhibit	Arts and Culture
Youth Art Month	Arts and Culture
Youth Poetry Contest	Arts Performing
Youth Short Story Contest	Arts Performing
YouTube video of club event	Communications

NJSFWC Advocates for Children Worksheet 2021

Club Name _____ District _____ Number of members ____ (per May 1, 2021 Blue Sheet)

Chairman's Name _____ Phone _____ Email _____

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Advocates for Children 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 2021, 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 Donated	In-Kind Donations
Support Embrella				
Hugs for Brady Wagon				
Support CASA				
Support/Partner with organizations serving children with autism				
Support/Sponsor an athlete with/ a local Special Olympics Program				
Donate new pajamas to shelters, community programs				
Arts and crafts supplies for Children’s Specialized hospital				
Ronald McDonald House				
Other Advocate for Children 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 be judged

Emailed reports will be used for statistical purposed only

Postmarked no later than February 1, 2022

Jane Mackesy

6877 Tulip Lane, Bath, PA 18014

Questions? Call or email:

201-991-3783 mackesy@njsfwc.org

WORKSHEET FOR ADDITIONAL ADVOCATES FOR CHILDREN 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
Anti-Bullying/Cyber Bullying				
Back-Pack School Supplies				
Bootie and Preemie Hats for Newborns				
Celebrate GFWC Advocates for Children Week in October				
Children's Health Programs/Children's Hospitals/EMS for Children				
Children's Home Society				
Donate wrapping paper, ribbons/bows for children's gifts				
Emmanuel Cancer Foundation				
Foster Care not related to CASA or Embrella				
March of Dimes				
Health and Fitness/Obesity Prevention/Sports Programs				
Medical safety – "Look Alike Card" distribution				
Positive Parenting				
Project Linus				
Promote projects that teach teens about responsible driving habits				
PTO/PTA/HAS/SCA				
Participate/Support St. Jude Children's Research Hospital				
Safety on the Internet				
Self-esteem Building				
Support drug abuse prevention programs				
Support food programs for children				
Teal Pumpkin Project/Food Allergy Awareness				
Volunteer at schools or day care centers				
Additional Projects:				
1				
2				
3				
4				
5				
TOTAL (Place these figures on side one under Other Advocates for Children Projects)				

NJSFWC Arts and Culture Report Worksheet 2021

Club Name _____ District _____ Number of members _____ (per May 1, 2021 Blue sheet)

Chairman's Name _____ Phone _____ Email _____

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Arts and Culture 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 2021, including who, what, when, where and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Sponsor Art Project for disabled children or adults				
Donate books about art, weaving, pottery, photography or other media to school libraries; Donate books & supplies for Youth Art Month # of books _____				
Host public program by local artist				
Create Masks/PPE for Covid19				
Make and donate items for other Community Service Program projects:				
Other Arts and Culture projects: _____ Tally from the reverse side:				
Attend Arts and Culture Briefing				
Totals				

Report Worksheet and project descriptions must be mailed to be judged to the Arts and Culture
Chairman

Reports may be emailed, but the information will be for statistical information only

Postmarked no later than February 1, 2022.

Lynn Webb

49 Coleman Hill Rd, Washington, NJ 07882

Questions? Call or email: 908-223-7637

webb@njsfwc.org

WORKSHEET FOR ADDITIONAL ARTS and CULTURE 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 items	# of Projects	Hours	Dollars Donated	In Kind Donations
Achievement Day Entries/Arts & Culture					
Art Projects for nursing home or assisted living facility residents					
Centerpieces for Club/District Meetings					
Centerpieces for Community, Senior Centers, etc					
Community Painting Projects					
Crafts projects done at Club Meetings					
Decorate a hospital ward, adult, children's center for the holidays					
Dine at Ethnic Restaurants					
"Faces Make Places" project in your Community					
Host an International Dinner					
Hostess a District Council					
Illustrate stories read					
Nametags					
Organized Community Art Event					
Parade Floats					
Photography Exhibit					
Proclamation for National Youth Month in March					
Provide or Teach a Lesson on Culture					
Scenery for Theatre Group					
Teach children's craft					
Trips to Art Exhibits/Galleries/Museums					
Youth Art Month Contest/Exhibit					
Additional Projects:					
1.					
2.					
3.					
4.					
5.					
TOTAL (Place these figures on side 1 under Other Arts and Culture Projects)					

NJSFWC Arts/Performing Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)

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

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Arts/Performing 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 2021, including the who, what, when, where and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Promote literature/poetry through poetry readings, poetry and/or short story contests, etc.				
NJSFWC Creative Writing Contest				
Donate DVDs/CDs # _____				
Music/Drama Arts Performing Scholarships provided - # _____				
Celebrate Music in the Schools Month or National Music Week				
Use music/dancing/acting to entertain members, students, seniors, etc.				
Other Arts/Performing 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 be judged to the Arts/Performing Chairman

Reports that are emailed will be used for statistical purposes only

Postmarked no later than February 1, 2022

Rosemarie Saviello

325 Jacksonville Rd, Lincoln Park, NJ 07035

Questions? Call or email:

973-263-1133 saviello@njsfwc.org

WORKSHEET FOR ADDITIONAL ARTS/PERFORMING 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
Arts Performing Festival ___ # Attended #Performing				
Attend concerts, musical productions, opera, theatre				
Chorus				
Club Programs /Enactments				
Concert/Play Sponsorship				
Creative Writing				
Dance				
Drama				
Drama Badge for Scouts				
Lending Video Library				
Murder Mystery Night				
Musical Instruments Donated # _____				
Poetry Night				
Patriotic songs at club meetings				
Sing-a-longs				
NJSFWC Youth Poetry Contest				
Youth Short Story Contest				
Additional Projects:				
1				
2				
3				
4				
5				
TOTAL (Place these figures on side one under Other Arts/Performing Projects)				

NJSFWC Civic Engagement and Outreach Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)

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

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Civic Engagement 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 2021, 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
GFWC Grand Initiative – Did you participate in any projects that support women who serve in the military?				
Canine Companions for Independence				
Heifer International				
Support USO Programs				
Support Operation Yellow Ribbon & Operation Jersey Cares Holiday Stocking Project				
Wreath Across America				
Encourage Voter Registration and Participation Serve in a appointed positon or run for office				
Other Civic Engagement 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 be judged to the Civic Engagement and Outreach Chairman

Emailed reports will be used for statistical purposes only

Postmarked no later than February 1, 2022

Gail Kovacs-Felici

240 Randolph Ave, Emerson, NJ 07630

Questions? Call or email:

201-599-1991 kovacsfelici@njsfwc.org

WORKSHEET FOR ADDITIONAL CIVIC ENGAGEMENT AND OUTREACH 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
Amber Alert Emergency Response System				
Armed Forces/Military Support/Women in the military				
Baby Sitting Classes				
Better Business Bureau				
Bicycle Safety/Bike Safety Helmets/ Safety Town				
Blue Ribbon Campaign				
Boy and Girls Scouts/Clubs				
Candidates Night/Forums				
Child Safety and Booster Seats				
Code Adam				
Community Concerns				
Coupons (Operation Coupon)				
Cops-N-Kids Program				
Clothing Drives				
Crime Prevention Month				
Driving Safety/Highway Safety Programs/Seatbelt Use				
Emergency Preparedness				
Fingerprinting Children				
Fire Prevention Week/Fire Safety/ USFA's Kids Page				
Fire, Rescue and Ambulance Services				
Food Drives/donations to food banks				
Free Credit Report				
Habitat for Humanity				
Heifer International				
MADD/SADD				
McGruff the Crime Dog				
National Crime Victims' Rights Week				
National Day of Remembrance				
National D-Day Memorial				
National Night Out				
Operation Teddy Care/ Stuffed Bear to Local Police				
Patriotic Activities/Celebrations/Vote in Elections				
Pledge of Allegiance/Flags or Flag Etiquette				
Project Graduation				
Smart and safe Computer Use				
Smoke/Carbon Monoxide Detectors				
Town Council Meetings				
Veterans/Women Veterans Recognition Week				
Additional Projects:				
1				
2				
3				
TOTAL (Place these figures on side one under Additional Civic Engagement Projects)				

NJSFWC Communications Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)

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

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 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 2021, including the who, what, when, where and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	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 # _____ online news agencies				
Number of members to sign up for NJSFWC E-Connection in 2021 #members __ _____				
Submit club project information and photos to GFWC CLUBWOMAN Magazine				
Submit club project information to the NJSFWC webmaster for placement on NJSFWC website or Facebook				
Attend Communications Zoom workshop # _____ Attended				
Other Communications projects (Tally from the 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 be judged to the Communications Chairman
Report forms may be mailed but will be used for statistical information only

Postmarked no later than February 1, 2022.

Carole Speechley speechley@njsfwc.org

233 65th Street, Avalon, NJ 08202

Questions? Call or email: 609-368-5243

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	Volunteer 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 (or other social media)				
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				
Share subscription to ALMANAC				
Scrapbook				
Websites, webpage or blog				
YouTube video of club event				
Zoom for meetings, other remote tools, include cost				
Additional projects				
1.				
2.				
3.				
4.				
5.				
TOTAL (Place these figures on side one under Other Communications Projects)				

**NJSFVC Domestic and Sexual Violence Awareness and Prevention
Report Worksheet 2021**

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)

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

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Domestic and Sexual Violence Awareness and Prevention 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 2021, including the who, what, when, where and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Donate to GFWC Survivors Scholarship				
GFWC Starfish Project				
GFWC Challenge Project: Teen Dating and Awareness				
Observe Domestic Violence Awareness Month				
I Support the Girls				
Support for Battered Women/Children Shelters				
Prevent Child Abuse America's Pinwheels for Prevention Campaign (# _____ Pinwheel Gardens planted)				
Child Abuse Prevention Month Projects				
Participate in local program “Go Blue” events during Child Abuse Prevention Month in April				
Other Domestic and Sexual Violence Awareness and Prevention Projects (See reverse side)				
TOTALS				

Report Worksheet and project descriptions must be mailed to be judged to the Domestic Violence Awareness Chairman

Report forms may be emailed, but will only be used for statistical purposes

Postmarked no later than February 1, 2022.

Joyce Fredericks

1053 Waterway Drive, Barefoot Bay, FL 32976

570-646-5686/fredericks@njsfvc.org

WORKSHEET FOR ADDITIONAL DOMESTIC and SEXUAL VIOLENCE AWARENESS and PREVENTION

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	Volunteer Hours	Dollars Donated	In Kind Donations
Anger kits				
Birthday Bags for Shelters				
“Cut It Out” Program, initiate				
Denim Day				
Dress for Success and Similar Organizations				
Hygiene kits				
Khaki Pants Project				
“Mardi-Bra collection” of NEW bras				
Million Voices Campaign				
Palm Cards (Domestic Violence)				
Period of Purple Crying (purple hats) # of hats -----				
Partner/ Program Elder Abuse Prevention				
Sponsor/Attend a Vigil				
Sweat Suits for Rape Victims				
Used Cellular Phone Donation				
Hold a “Panty Raid”- donate new underwear to Domestic Violence Shelters				
Fill Activity Bags for Children for Domestic Violence Shelters				
Fill Easter Eggs with Treats for Domestic Violence Shelters				
Human Trafficking Projects				
Additional Projects				
1				
2				
3				
TOTAL (Place these figures on side one under Other Domestic and Sexual Violence Awareness and Prevention Projects)				

NJSFWC Education and Libraries Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)
Chairman's Name _____ **Phone** _____ **Email** _____

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Education and Libraries 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 2021, including the who, what, when, where and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
HOBY - # _____ sponsored				
ESO (GFWC reading program) # members _____ #books read _____				
Books donated - # _____				
Scholarships provided - # _____ Total \$ _____				
Read Across America - # of children read to _____ # of books read _____				
Spelling Bee #Students participating _____				
Spelling Bee Briefing				
Other Education 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 be judged to the Education and Libraries Chairman
 Reports may be emailed, but the information will be used for statistical information only

Postmarked no later than February 1, 2022.

Brandi-Leigh Miller
 70 Passaic Ave, Kearny, NJ 07032
 Questions? Call or email:
 202-210-4488 miller@njsfwc.org

WORKSHEET FOR ADDITIONAL EDUCATION AND LIBRARIES 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	Volunteer Hours	Dollars Donated	In Kind Donations
After School Programs				
Author as Speaker				
Banned Book Week				
Book Clubs/Review Sections				
Book Donations for Memorials				
Book Drive				
Books for Babies Program				
Box Tops for Education				
Children's Books on tape				
Class Assistance/Volunteers				
ESL/literacy tutoring				
Family Reading				
Library Programs (summer reading, book clubs, etc.)				
Literacy Day				
Literacy Volunteers of America				
National Children's Book Week				
National Library Week				
Read-a-Thon				
Reading is Fundamental (RIF)				
Summer Reading Programs				
School Achievement Awards ie, gift cards				
Teen Read Week				
Women of Achievement Award, nomination/patron				
World Book Day				
Additional Projects:				
1				
2				
3				
4				
5				
TOTAL (Place these figures on side one under Other Education and Libraries Projects)				

NJSFWC Environment Report Worksheet 2021

Club Name _____ District _____ Number of Members _____
(per May 1, 2021 Blue Sheet)

Chairman's Name _____ Phone _____ Email _____

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Environment 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 2021, including the who, what, when, where and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	In-Kind Donations
Donate shoes/Sneakers for Soles4Souls/Nike Reuse a Shoe/Got Sneakers (list separately)				
Work with other organizations to conduct a “clean our town/local beaches” program/day				
Work with parks, wildlife refuge, land preservation organizations				
Arbor Day/Plant a tree in your community/Memorial Tree National Park Registry # of trees planted				
Earth Day Projects				
Attend Mammal Stranding or Rain Garden Workshop at convention				
Other Environment Projects (tally from the 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 be judged to the Environment Chairman:

Emailed reports will be used for statistical information only

Dawn Pogosaew pogosaew@njsfwc.org

34 Ridge Rd, Lebanon, NJ 08833 908-334-4672 **Postmarked no later than February 1, 2022.**

WORKSHEET FOR ADDITIONAL ENVIRONMENT 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
Achievement Day Entries/Environment				
ACTrees, NeighborWoods Month				
Adopt-a-Highway, Litter Clean-up				
America Recycles Day/Recycling Projects				
Animal, Rescue/Management, SPCA, Humane Society				
Backyard/schoolyard/wildlife habitat program				
Beautifying Town Areas or Beaches				
Bird, Butterfly and Bee Friendly Gardens				
Community/Beach/Watershed Clean-ups				
Community Gardens/Grow A Row: lbs. donated				
Donations to Environmental Organizations				
Energy Awareness				
Environmental Lectures and Programs				
Environmental Issues				
Forest/Park Ranger Programs				
Friends of the Park Program				
Garden/Pond Tours				
Graffiti Hurts Program				
Keep America Beautiful Projects				
National Park Week				
Third Grade Seedling Project				
Trek Challenge				
Water and Soil Conservation				
Yard Sales /Garage Sales				
Additional Projects/Donations				
1				
2				
3				
4				
5				
6				
TOTAL (Place these figures on side one under Other Environment Projects)				

NJSFWC Health and Wellness Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)
Chairman's Name _____ **Phone** _____ **Email** _____

Indicate the projects your club members have supported from January 1, 2021– December 31, 2021 by completing the information next to the projects listed below. Additional projects should be listed under “Other Health and Wellness 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 2021, including the who, what, when, where and why. (No more than 2 pages, do not send pictures, fliers, etc.)

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Donations to medical staff for Covid19, ie; caps, masks, PPE, ear bands, face shields				
Other donations to support Covid19 (ie. Food)				
Breast Cancer Awareness				
The Heart Truth- e.g. Observe Wear Red Day First Friday in February				
Inside Knowledge – Get the facts about Cancer				
UN Shot for Life				
Operation Smile				
Make Blizzard Bags / other food donations for Meals on Wheels/Sr. Meal Programs for use during bad weather				
Other Health and Wellness 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 be judged to the Health and Wellness Chairman
 Reports may be emailed but will be used for statistical information only

Postmarked no later than February 1, 2022.

Claire Hill

123 Union Place, Ridgefield Park, NJ 07660

201-440-2800; hill@njsfwc.org

WORKSHEET FOR ADDITIONAL HEALTH AND WELLNESS 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	Volunteer Hours	Dollars Donated	In Kind Donations
Adult Day Care				
New Eyes for the Needy/Seeing Eye/Braille				
Alzheimers dolls, fidget muffs or blankets for patients				
CPR & First Aid Classes				
Comfort Pillows (i.e., breast cancer, heart surgery)				
Disabled Persons Help/Support				
Displaced Persons (Homeless)				
Gilda's Club /Wellness Centers				
Health Fairs/ Physical Fitness				
Health Related Projects/Programs- any issues				
Hospitals, Clinics, assisting at or sponsoring Screening				
Promote Immunizations				
Red Cross/Disaster Relief				
School Supplies/Community Food Bank Kids Closet				
Sponsor a walk or run for medical condition				
Underserved clinics/health centers				
UNICEF				
Valerie Fund				
Vial of Life				
Vineland Developmental Center				
Weight loss/walking groups				
Attend Medicare Workshop # Attended				
Additional Projects:				
1				
2				
3				
4				
5.				
TOTAL (Place these figures on side one under Other Health and Wellness Projects)				

NJSFWC Leadership Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)

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

Indicate the projects your club members have supported from January 1, 2021– December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Leadership 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 2021, including the who, what, when, where and why. (No more than 2 pages.) Do not send photo's.

Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Use the NJSFWC Manual for Club Presidents				
Nominate a club member for the GFWC Jennie Award				
Attend NJSFWC Virtual Convention # Members				
Attend Member/Leadership Convention Workshop #_ Members				
Nominate a candidate for Cecilia Gaines Holland Award				
Nominate a candidate for LEADS (Leadership Education and Development Seminar)				
Other Leadership 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 be judged to the Leadership Chairman

Reports may be emailed, but will be used for statistical purposes only

Postmarked no later than February 1, 2022.

Shirley Holly

10 Nelson Drive, Barnegat, NJ 08005

Questions? Call or email:

609-489-1183 or holly@njsfwc.org

Projects	# of Projects	Hours	Dollars Donated	In Kind Donations
Attend District Councils and encourage members to come with you.				
Attend State Fall Conference				
Attend GFWC MAR Conference				
Attend GFWC Convention				
Attend Leadership Workshop				
Board Meetings (Prepare Agendas and preside)				
By-Laws (Review and/or revise)				
Conduct an Orientation/Transition meeting for all officers and chairmen each administration				
Delegates Fund to help offset the cost of attending state, region, and national meetings.				
Develop a Leadership Library by sharing the titles of books on this topic.				
Member serves on the Board of Directors # _____				
Members serve on State Committees (i.e.-Convention, Fall Conference)				
Members serve as a District Chairman # _____				
Hostess a District meeting at least once during the administration.				
Initiate/ attend meetings of volunteer organizations in the community				
Invite an expert on public speaking/leadership to a club meeting.				
Invite State, District officers to attend a club event				
Maintain a file of club members' skills, talents, and interests as a leadership resume tool.				
Mentor new officers. A mentor is someone willing to guide, support and give council.				
Nominating Committee (club)				
Obtain Leadership materials from State and GFWC Headquarters.				
Order or download the ALMANAC and share with your members				
Parliamentary Procedure and Training				
Purchase/Use NJSFWC Yearbook				
Report Writing Workshop-State				
Report Writing Workshop/brainstorming session--Club				
Review, use and share materials in the GFWC Club Manual and NJSFWC Manual for Club Presidents and NJSFWC Supplements				
Learn/teach members how to use technology for meetings/events				
Utilize Procedure books for the officers, chairmen and individual projects				
Additional Projects:				
1				
2				
3				
4				
TOTAL (Place these figures on side one under Other Leadership Projects)				

NJSFWC Legislation/Resolutions Report Worksheet - 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)
Chairman's Name _____ **Phone** _____ **Email** _____

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Legislation/Resolutions 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 2021, including the who, what, where, when and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Familiarize your club members and your community with legislative issues				
Draft and submit a Resolution using NJSFWC Active Resolutions as a guide				
Advocate in support of GFWC's Resolutions. # of members _____ # of contacts: _____ (Describe the resolutions in your narrative.)				
Write/email/call U.S. Congress or State Legislators on any issues - explain				
Work with League of Women Voters				
Other Legislation/Resolutions 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 be judged to the Legislation/Resolutions Chairman

Emailed report forms will be accepted for statistical purposes only

Postmarked no later than February 1, 2022.

Chris Sienkielewski

186 Oak Manor Parkway, South Plainfield, NJ 07080

908-392-7501 sienkielewski@njsfwc.org

WORKSHEET FOR ADDITIONAL LEGISLATION/RESOLUTIONS 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	Volunteer Hours	Dollars Donated	In Kind Donations
Contact U.S. Senators/Representative. What topic				
Form a Legislative Committee, if yes, what topics were covered				
Conduct a letter writing workshop, if yes on what subject				
Create a clipping service on issues of legislative interest to members.				
Begin "study circles" for club members to learn about important legislative issues. If Yes, what issues did you discuss				
Attend Public Hearing on Legislative Issues				
Attend Public signings of legislation				
Utilize www.votesmart.org: explain how used				
Additional Projects:				
1				
2				
3				
4				
5				
TOTAL (Place these figures on side one under Other Legislation/Resolutions Projects)				

NJSFWC Membership Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)

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

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Membership 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 2021, including the who, what, when, where and why. (**No more than 2 pages, DO not include photo's, fliers, etc**)

Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Participate in GFWC “Seasonal Recruitment Campaign” and send report form to GFWC				
Submit names/addresses of new members to State Membership Chairman				
Multi-Generational Members				
Other Membership projects (See reverse side)				
	Total Number of Projects	Total Volunteer Hours	Total Dollars Donated	Total In-Kind Donations

1. List the names of members who celebrated 25 years as members in a Federated club in 2021. **These members would have joined in 1996.** The certificates will be awarded at 2022 District Spring Conferences. (Attach separate page if needed).

2. List the names of members deserving a NJSFWC Gold Certificate recognizing 50 years of membership in Federation. Joined 1971. (These are members who have not been previously recognized in this way.) The 50 years is a total of membership in all Federated clubs, Juniorettes and EMDs. The Gold Certificates will be presented at the 2022 District Spring Conferences.

3. How many new members has your club recruited from Jan 1 2021-Dec 31, 2021? _____

4. List the names of members who brought in 2 or more new members from **Jan 2021-Dec 2021** and the number of new members each recruited. (Attach separate page if needed).
NAME **# OF MEMBERS**

Report Worksheet and project descriptions must be mailed to the Membership Chairman **Postmarked no later than February 1, 2022.**

Emailed reports will be used for statistics only

Susan Chambers, 905 Amaryllis Ave, Oradell, NJ 07649

Questions? Call or email: 201-265-6282 chambers@njsfwc.org

WORKSHEET FOR ADDITIONAL MEMBERSHIP 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	Volunteer Hours	Dollars Donated	In Kind Donations
Club House Maintenance				
Club Socials				
Club Summer Events				
Club Welcome Letters to New Members				
Conduct New or Existing Member Orientation				
Honor Roll/Order of the Lily				
Honors or Memorials Book				
Meeting Rental fees & Maintenance				
Membership Drive				
Membership Materials				
Membership Week Proclamation				
Mentor New Members				
New Members Installation Ceremonies				
NJSFWC Membership Pins				
Order of the Lily				
Sponsor a Juniorette Club				
Sunshine/Courtesy Chairman				
Surveys - Hobbies, Interest & Talents, Evaluation, Etc.				
Telephone Chain/Emails				
Virtual Club Socials/Programs/Meetings				
Zoom Membership Workshop				
Additional Projects:				
1				
2				
3				
4				
5				
TOTAL (Place these figures on side one under Other Membership Projects)				

NJSFWC PROGRAM INFORMATION SHEET (January 1, 2021-December 31, 2021)

Club Name _____ District _____ Number of members _____
(per May 1, 2021 Blue Sheet)

Your Name _____ Phone _____ E-Mail _____

*Please include all details for each program:
 This information is used to develop the Classified Program Pamphlet, which all clubs receive.*

Please mail this form to the State Chairman listed on the back of this form, no later than February 1, 2022. If attending January Council, please come prepared to report on 3 programs of your choice. All of the information listed below should appear on the appropriate Department Report Worksheet which is submitted by February 1, 2022. For example, if you have a program on Literacy, this program should be listed on the Education Report Worksheet.

MONTH	FEE	PROGRAM TITLE	AUDIENCE REACTION (check one)	PERFORMERS NAME, <u>COMPLETE</u> ADDRESS & TELEPHONE #	LENGTH OF PROGRAM	WHERE WAS PROGRAM OBTAINED
Jan '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
Feb '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
Mar '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
Apr '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
May '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
June '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			

MONTH	FEE	PROGRAM TITLE	AUDIENCE REACTION (check one)	PERFORMERS NAME, <u>COMPLETE ADDRESS</u> & TELEPHONE #	LENGTH OF PROGRAM	WHERE WAS PROGRAM OBTAINED
Jul '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
Aug '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
Sep '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
Oct '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
Nov '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			
Dec '21			<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor			

Annual Club Program Budget: \$ _____

Send to the Program Assistance Chairman no later than February 1, 2022

Patricia Mignella

675 Tea Street, Apt. 1404, Bound Brook 08805

Questions? Call or email:

732-356-2433 mignella@njsfwc.org

NJSFWC Special State Project- Operation Chillout Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)
Chairman's Name _____ **Phone** _____ **Email*** _____

Indicate the projects your club members have supported from **January 1, 2021 - December 31, 2021** by completing the information next to the projects indicated below. Additional projects should be listed under "Other Special State Project activities". Please share a detailed description of projects your club has completed, including the who, what, when, where and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Donate to Summer Campaign Registry #water _____				
# shirts _____ #hats _____				
Make Note Cards #				
Donate to Winter Campaign #men _____ #women _____				
Donate Masks #				
Attend/Join Crisis Response Team Workshop				
Distribute literature # _____ brochures # _____ places: list				
Gift Cards #				
Arrange for an Operation Chillout of NJ speaker for your club or community				
Purchase Raffle Tickets for Quilt				
Submit articles/photo's about Operation Chillout of NJ and your club in local papers				
Purchase Special State Project pins # _____ @ \$5 pins to benefit Operation Chill Out				

Projects	# of Projects	Hours	Dollars	In Kind Donations
Attend District Fundraiser				
Attend State Fundraiser				
Attend Workshop				
Post your clubs activities with Operation Chillout on social media				
Send Photo's for Operation Chillout Scrapbook				
Other Operation Chillout–NJ Special State Project Activities				
1.				
2.				
3.				
4.				
5.				
Totals				

Report Worksheet and project descriptions must be mailed to the Special State Project Chairman
Postmarked no later than February 1, 2022.
Patricia Dahl
576 Dew Court, Blackwood, NJ 08012

Questions? Call: 856-227-0659 Email: dahl@njsfwc.org

NJSFWC Women’s History Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)
Chairman’s Name _____ **Phone** _____ **Email** _____

Indicate the projects your club members have supported from January 1, 2021 – December 31, 2021 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Women’s History 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 2021, including who, what, when, where and why. **(No more than 2 pages, do not send pictures, fliers, etc.)**

Community Service Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Create/update a club history				
Send publications about women’s history and/or volunteers to WHRC				
Contribute Women’s History Books				
Nominate prominent clubwomen to the National Women’s Hall of Fame				
Observe National Women’s History Month in March				
Other Women’s History 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 be judged to the Women’s History Chairman

Report forms that are emailed will be used for statistics only

Postmarked no later than February 1, 2022

Maribeth Hugelmeyer

406 Douglas Ave, Avenel, NJ 07001

Questions? Call or email:

732-634-5165 hugelmeyer@njsfwc.org

WORKSHEET FOR ADDITIONAL WOMEN'S HISTORY 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	Volunteer Hours	Dollars Donated	In Kind Donations
Donations to Shining Future Endowment Campaign				
Join 1894 Society (NJSFWC) Club ____ # ____ Members				
Join 1734 Society(GFWC)				
Join GFWC Legacy Club				
Visit NJSFWC Headquarters in New Brunswick				
Visit GFWC Headquarters in Washington DC				
Visit GFWC Women's History and Resource Center in person or on-line				
Donate an item from the Headquarters Wish List in honor of a Past Club President or member				
Record an oral history of your club				
Research NJSFWC History/GFWC History and share with your club				
Research notable women in history				
Additional Projects				
1				
2				
3				
4				
TOTAL (Place these figures on side one under Other Women's History Projects)				