

Project Report Form Explanation

Date Held

This can, but does not have to be, a specific date; some projects may be ongoing throughout the year (collecting toiletry items to be donated to Social Services) or even just monthly (doing tray favors or "Thinking of You" cards for Meals-On-Wheels).

Total Number of Members Involved

This is not something that is asked for on the NJSFWC Year-End Reporting Form, but is very helpful in determining total hours. Without having this information, members tend to under report hours that are involved in completing a project.

The instruction under this line clarifies that even though a member came to the planning meetings and worked the event, she can only be counted once, but all her hours would be counted.

Total Hours

Example of figuring out hours for a project:

- Project #1:

- If a project takes 4 two-hour committee meetings to plan, with 5 people at each meeting, the planning hours are: 8 hours of meeting time, times 5 people at each meeting, equals 40 planning hours.

- If the project then is an event that lasts 4 hours, and 10 members attend, that equals 40 member-hours for the actual event.

- If 2 members come an hour early to set up, and 2 members stay an hour late to clean up, that is an additional 4 hours.

- So far, the project totals 84 hours.

- Any hours making phone calls or arrangements, buying items, cooking or baking, etc., would also be added on.

- Project #2:

- If a speaker gives a presentation for a half hour to 20 members, the total hours for that part of the project is 10. Additional hours would be added for any time member(s) researched the topic or made arrangements, etc.

Note: Keeping any sign-up sheets will help to figure total hours

Sign-up sheets can be very helpful in filling out the project report. So much of the information listed in the above examples can be found on the sign-up.

Cost:

Actual dollars donated:

Examples are listed to give an idea of what constitutes actual dollars that were spent.

In-kind value of items: This is the value of the books, supplies or items donated.

Profit:

This is necessary for the fundraising report, but is also important to put in the narrative of the project if it is written up elsewhere in another CSP report.

Describe Project:

Include as much information as you can, and explain it to your club's advantage. Highlight how you made an impact or who benefitted from the project.

Project: Square Dance

Our club held a square dance to raise funds for the Special State Project, and made a profit of \$900.

Project: Square Dance

+Our club decided to hold a square dance for the Special State Project. We contacted our local church and were able to hold the dance in the church's meeting hall. Calls were made to find a square dance "caller," and we were able to get him to waive his usual fee when we told him about our State Project, and the impact the organization made to its clients.

+We sent out press releases to our local newspapers, asked the church we were using, along with the two other churches in town, to mention the event in their church bulletins. The church also put the event on their sign in front of the church.

+Members decorated the hall and cooked homemade chili and cornbread to serve to those attending. Red and blue bandanas were purchased to give to everyone who came. We charged \$15 per person, and over 70 people attended.

We made a profit of \$900.

Note: In the in-kind section, you would also add the cost of everything donated, cooked, baked, or whatever.