



NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC

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October 2024

Dear Club Presidents and Club Members,

Enclosed are the New, updated Report Sheet Forms for the year ending December 31, 2024. As in the past, they must be mailed to the Chairman whose name is listed on each form, postmarked by February 1, 2025.

- ❖ Writing year end reports, including project descriptions, is the best way to document your club history! When you submit your reports to NJSFWC, you assure that your club and its activities will be a part of our Federation's rich 130-year history.
- ❖ Without each and every club, there is no federation. Write proudly about the projects and programs done by your club to benefit your community.

Please share these forms with your Chairmen. No club president should ever have to write the club reports by themselves. The report sheets are on our website and are 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.

- ❖ **Your Project Descriptions are extremely important** to our NJSFWC Chairmen. The Chairmen write their reports using information contained in YOUR descriptions. In addition, your Club Creativity Award entry may be selected from the project description submitted, and winning entries selected by GFWC may receive a certificate and monetary award.
- ❖ Due to GFWC category changes, many projects are now reported in different Community Service program areas. So, it is important to check the; Where Should We Report It? pages to find out where your clubs project should be reported.
With this new format:
- ❖ You may add a detailed description of as many projects as you would like to highlight on two additional pages (total of two pages maximum per report). Each project you wish to highlight should have its own separate title and explanation paragraph.

We are continuing the Carol J. Sas Award, and those who score the highest in each membership category will receive certificates.

Many of you will remember Carol as the pleasant voice at the end of the phone always eager to answer questions from federation members. This award encompasses many facets of federation activities; meeting deadlines, contributions, projects and more.

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.

We hope you enjoy this new, updated report sheet format!

In Federation Friendship,

Barbara McCloskey
NJSFWC President
Encls.

New Jersey State Federation of Women's Clubs of GFWC

Report Writing Instructions 2024 Calendar Year (January 1, 2024 – December 31, 2024)

GENERAL INFORMATION:

Enclosed in this packet are the following:

1. The calendar year 2024 NJSFWC Club Project Report Worksheets
2. A Valuation Guide for In-Kind donations
3. An updated version of "Where Should We Report It?"
4. Sample Project Descriptions Sheets
5. Report Writing Tips

The Report Worksheets have been designed to:

- Enable you to document your club work and your history of the work you have done
- Report your club work to NJSFWC
- Enable President McCloskey 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:

1. Worksheet Header Information

- Complete the header information at the top of **each** Club Project Report worksheet. Reminder: The number of members reported here must match the number that your club reported on the May 1, 2024 Yearbook Data Form (Blue Sheet). If you are **not** using a fillable PDF (that you can get from the NJSFWC website), then please PRINT CLEARLY on the form.
- Make certain that you fill in your District Name, the Chairman's Name (Chairman of that Program Area), the chairman's phone number and her email address.

2. Gathering Information

- Gather all the information about your club's activities from January 1, 2024 through December 31, 2024. Check project reports your club may have completed, as well as your club newsletter, club minutes and the treasurer's reports.
- You can also utilize the Project Report Form, located in this packet, to organize all your projects your club accomplished in 2024. The information you put on this sheet can be easily copied to the Year End Report in each Program Area. Utilizing this form for 2025 will also make report writing easier next year.

3. How to Figure Where the Project 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.

4. Report the project on the correct form.

- **Look at each project your club did and report each project in the correct department**
- **It should not 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.

- Projects for each program area are listed alphabetically, making it easier to find. They are not specific, but more broad-based.

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.

HOW TO CALCULATE TOTAL HOURS FOR PROJECT

<p>Total number of members involved: <i>Include all members working on all aspects, including planning, and all members attending. Count each member ONLY once. Keep any sign-up sheets.</i></p>	<p>Total Number of Members for the Project: _____</p> <p>Use this number to complete the next step</p>
<p>Total number of hours: <i>Multiply all planning hours X (times) each member planning: _____</i> <i>Then Add hours to complete project X(times) each member attending: _____</i></p>	<p>Total Hours for the Project _____</p> <p>Put this number in the Hours Column</p>

Examples of determining hours for a project:

- **Project #1:**
 - If a project takes 4 committee meetings to plan, each lasting 2 hours, with 5 people at each meeting, the planning hours are:
8 hours of meeting time X 5 people at each meeting = 40 planning hours.
 - If this project is an event that lasts 4 hours, and 10 members attend and/or work, 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.

HOW TO CALCULATE TOTAL COST OF A PROJECT

<p>Total Dollars donated or spent from the club treasury (e.g. any monies spent from the club treasury for such things as scholarships, donations, speaker’s fees (etc.))</p>	<p>Put this number in <u>Actual Dollars Donated</u> column _____</p>
<p>In-Kind value of any items donated, or purchased by members to be donated: (e.g. value of books, school supplies, toiletries, Tricky Tray or Silent Auction items donated by other parties, etc.) It can be approximated</p>	<p>Put this number in <u>Monetary Value of In-Kind Donations</u> column _____</p>
<p>Profit (if applicable) This number will be used in the Fundraising Year End Report. It is important to describe the project on the report</p>	<p>_____</p>

sheet of the program in which you did the project. Example: Scholarship Luncheon should be reported in the Education and Libraries Program and Profit in the Fundraising Report.

The Profit column is ONLY in the fundraising report. Utilize this number in descriptions of the project

- Please don't leave blank spaces; fill in statistical lines for hours and cost. 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.

Project Descriptions Pages (formally known as Project Narratives)

- You will probably find that many projects require more than just a statistical line to give a full picture of what your club has done for a particular activity. In order to best explain a project, you may attach **no more than two pages** for each Program area with detailed description of the projects that you wish to highlight. You can add as many projects that will fit on only 2 pages.
- Explain how the project was planned and carried out. When writing the description for a project, you should include as much information as you can, and explain it to your club's advantage. A page entitled Project Description Examples included in this packet gives you some ideas of how to do this.
- Each project you describe should include 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 columns other than what is requested. Use your narrative pages to give project details.
- These narratives enhance your chances of winning an award on the District, State and National levels.

Mailing Completed Report

- Mail each NJSFWC Club Project Report, along with any project descriptions, to the chairman listed at the bottom of the report. **These must be postmarked no later than February 1 2025**

Where Should We Report It? 2024 Club Year

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.

Project Name	NJSFWC Report Form
1734 Society (GFWC)	Women's History/Club History
1894 Society (NJSFWC)	Women's History/Club 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	Advocates for Children
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/Artist Support	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/Baby Items	Advocates for Children
Baby Sitting Classes	Civic Engagement and Outreach
Back-Packs for Children	Advocates for Children
Backpack project for SSP	Special State Project
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
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 Children	Advocates for Children

Project Name**NJSFWC Report Form**

Blanket Donations for Children	Advocates for Children
Blizzards Bags	Civic Engagement and Outreach
Blood/Bone Marrow Drives	Health and Wellness
Board Meetings (Prepare and Attend)	Leadership
Book Clubs/Review Sections	Education and Libraries
Book Donations/Memorials	Education and Libraries
Book Drive/Collection for Children	Advocates for Children
Book Drive/Collection for Adults	Education and Libraries
Books for Babies Program	Advocates for Children
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/Blind Projects	Health and Wellness
Breast Cancer Support	Health and Wellness
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 (to DV Shelters)	Domestic Violence Awareness
Check Out Hunger Campaign	Civic Engagement and Outreach
Child Abuse (Prevent Child Abuse America/NJ)	Advocates for Children
Child Safety	Advocates for Children
Child Safety and Booster 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 Hospital Support	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 History
Club Business Cards	Communications
Club History	Women's History/Club History
Club House Maintenance	Membership
Club Profiles	Communications
Club Socials	Membership
Club/District Administration	Leadership
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
Conduct a letter writing workshop	Legislation
Conduct an Orientation/Transition for officers/chairmen	Leadership

Project Name	NJSFWC Report Form
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 Projects	Arts Performing
DARE	Advocates for Children
Days for Girls	Advocates for Children
D.E.A.R. (Drop Everything and Read)	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
Develop a Leadership Library, share books on this topic	Leadership
Diabetes Awareness/Projects	Health and Wellness
Dictionary Project	Education and Libraries
Disabled Persons Help/Support	Civic Engagement and Outreach or Health and Wellness
Disaster Relief	Civic Engagement and Outreach
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/Club History
Dooley House	Health and Wellness
Drama Badge for Girl Scouts	Arts Performing
Drama Projects	Arts Performing
Dress for Success and similar organizations	Domestic Violence Awareness
Driving Safety	Civic Engagement and Outreach
Earth Day Projects	Environment
Easter Seals	Advocates for Children
Editorials	Communications
Educate members & others on importance of foster care	Advocates for Children
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	Civic Engagement and Outreach
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
Ethnic Clubs or Groups	Civic Engagement and Outreach

Project Name**NJSFWC Report Form**

Exchange Students	Civic Engagement and Outreach
Facebook Account (or other social media) for club	Communications
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
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 Projects/Support	Advocates for Children
Free Credit Report	Civic Engagement and Outreach
Free the Girls	Domestic Violence and Awareness
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 Legacy Club Membership	Women's History/Club History
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
Give new members a job/project	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/Heart Month	Health and Wellness
Health Issue Programs	Health and Wellness
Heart Disease Education	Health and Wellness
Heifer International	Civic Engagement and Outreach
Heritage Costume Party	Arts and Culture
Highway Safety Programs	Civic Engagement and Outreach
Historic District	Civic Engagement and Outreach
History Book	Communications

Project Name**NJSFWC Report Form**

Holiday Stocking	Civic Engagement and Outreach
Honor Roll/Order of the Lily	Membership
HOPE	Health and Wellness
Hospitals, Clinics, assisting at or sponsor Screening	Health and Wellness
Homeless Shelters	Civic Engagement and Outreach
Hostess a District Council	Leadership
Human Right Issues (Int'l)	Civic Engagement and Outreach
Humane Society	Environment
Hungersite.com	Civic Engagement and Outreach
I Support the Girls	Domestic Violence and Awareness
Identify/preserve club history by archiving your records	Women's History/Club History
Illiteracy (prevention and tutoring)	Education and Libraries
Illustrate stories read	Arts and Culture
Immunizations	Health and Wellness
Information Booth/Display	Communications
Inside Knowledge, gynecological cancer	Health and Wellness
Interfaith Hospitality Network-Family Promise	Civic Engagement and Outreach
International Meals	Arts and Culture
Internet Safety for Children	Advocates for Children
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
Keep America Beautiful Projects	Environment
Kettering Foundation	Civic Engagement and Outreach
Kids on the Block	Advocates for Children
Leadership Workshops	Leadership
Leadership Materials NJSFWC/GFWC	Leadership
Legislative Committees	Legislation
Lending Video Library	Arts Performing
Letter Writing Workshop	Legislation
Let's Get Moving/NJSFWC Challenge	Health and Wellness
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
Maternal Neonatal Tetanus Program	Health and Wellness
McGruff the Crime Dog	Civic Engagement and Outreach
Meals-on-Wheels	Health and Wellness
Member Orientation	Membership
Membership Drive	Membership
Membership Materials	Membership
Membership Week Proclamation	Membership
Mental Health Awareness	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
Murals	Arts and Culture
Murder Mystery Night	Arts Performing
Music in the Schools Month	Arts Performing

Project Name**NJSFWC Report Form**

Musical Instrument Collection/Donation	Arts Performing
My Medicines Brochure	Health and Wellness
Nami NJ (National Alliance for Mental Illness)	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/Club 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/Club History
National Women's History Month	Women's History/Club 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 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, Club	Leadership
Nursing Homes Support	Health and Wellness
Nutrition Programs	Health and Wellness
Olga Mackaronis Refurbishment Fund	Women's History/Club History
Opera- research, attend	Arts Performing
Operation Cookie/Candy	Civic Engagement and Outreach
Operation Smile	Health and Wellness
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

Project Name	NJSFWC Report Form
Pedals for Progress	Civic Engagement and Outreach
Period of Purple Crying	Advocates for Children
Photography	Arts and Culture
Physical Fitness	Health and Wellness
Pinwheel Garden for PAC-NJ	Advocates for Children
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
Prevent Child Abuse month – April	Domestic Violence Awareness or Special State Project
Prevent Domestic Violence Month-October	Domestic Violence Awareness
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	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 or Communications
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
Recognition of Club 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/Club History
Recycling	Environment
Red Cross	Civic Engagement and Outreach
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/Club 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
Safety on the Internet/Driving	Civic Engagement and Outreach

Project Name**NJSFWC Report Form**

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	Health and Wellness
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 Legislative Action Alert	Legislation
Summer Reading Programs	Education and Libraries
Sunshine/Courtesy Chairman	Membership
Support drug abuse prevention programs	Advocates for Children
Surveys-Hobbies, Interests, Talents, Evaluation, etc.	Membership
Sweat Suits for Rape Victims	Domestic Violence Awareness
Teal Pumpkins/Food Allergy Awareness Projects	Advocacy for Children
Teen Dating Violence	Domestic Violence Awareness
Teen Read Week	Education and Libraries
Telephone Chain	Membership
Third Grade Seedling Project	Environment
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
Underserved clinics/health centers	Health and Wellness
UNICEF Mother/Child HIV	Health and Wellness
UNICEF Trick or Treat	Health and Wellness
United Nations Day October 24	Civic Engagement and Outreach
United Nations Visit/Educate	Civic Engagement and Outreach
United Through Reading	Education and Libraries
Used Cellular Phones Donations	Domestic Violence Awareness
USFA's Kids Page	Civic Engagement and Outreach
USO	Civic Engagement and Outreach
Use the NJSFWC Manual for Club Presidents	Leadership

Project Name**NJSFWC Report Form**

Utilize Procedure books for officers, chairmen, projects
 Utilize www.votesmart.org, explain how used
 Valerie Fund
 Very Special Arts (VSA)
 Veterans
 Vial of Life
 Vineland Developmental Center
 Visit GFWC Headquarters in Washington, DC
 Visit GFWC Women's History and Resource Center in person or on-line
 Visit NJSFWC headquarters in New Brunswick
 Volunteer reading at schools/day care centers
 Visit Women's Historical Sites
 Volunteer at Polling Place
 Vote in elections
 Voting Registration Assistance
 Warm-up America
 Water and Soil Conservation
 Wear Red Day, Heart Health
 Websites, webpage or blog
 Weight loss/walking groups
 Wellness Centers
 Wellness Community House
 Wiggies
 Wildlife Refuge or Land Preservation Projects
 Wish Tree
 Women and Smoking
 Women in History
 Women's Equality Day (19th Amendment)
 Women in Military Service (WIMSA)
 Women in the Military Registration Drives
 Women of Achievement Award nomination/patron
 Women's Veterans Recognition Week
 Work with League of Women Voters
 World Book Day
 World Food Day
 World Geography/Essay Contests
 World Polio Day
 Write to Congress
 Youth Art Exhibit
 Youth Art Month
 Youth Poetry Contest
 Youth Short Story Contest
 YouTube video of club event

Leadership
 Legislation
 Advocates for Children
 Arts and Culture
 Civic Engagement and Outreach
 Health and Wellness
 Health and Wellness
 Women's History/Club History

 Women's History/Club History
 Women's History/Club History
 Education and Libraries
 Women's History/Club History
 Legislation
 Civic Engagement and Outreach
 Legislation
 Civic Engagement and Outreach
 Environment
 Health and Wellness
 Communications
 Health and Wellness
 Health and Wellness
 Health and Wellness
 Health and Wellness
 Health and Wellness
 Environment
 Depends on who gifts are intended for
 Health and Wellness
 Women's History/Club History
 Women's History/Club History
 Civic Engagement and Outreach
 Civic Engagement and Outreach
 Education and Libraries
 Civic Engagement and Outreach
 Engagement and Outreach
 Education and Libraries
 Civic Engagement and Outreach
 Education and Libraries
 Health and Wellness
 Legislation
 Arts and Culture
 Arts and Culture
 Arts Performing
 Arts Performing
 Communications

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.

REPORT WRITING TIPS:

- It may be 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.

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).
- 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.
- Another example: 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.

Number of Hours

- **Under the Hours column: this 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.**
- Example: 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 $\frac{1}{2}$ hour times the 30 members and you get 15 hours.
- Example: If your club did a project to make Hug-A-Bears (stuffed bears) and there are various steps to this project: 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 – $\frac{1}{2}$ hour. The project took $16\frac{1}{2}$ hours to complete. Please round up that number to 17.
- 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.

Dollars

- **Under the Dollars column: This is the total amount of actual money spent or donated from the club treasury.**
- Example: 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.

Monetary Value of In-Kind Donations

- **Under this column: This 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:

Health and Wellness Report

- Included in this report is the NJSFWC Walking Challenge Sheet. If your club or club member does any type physical exercise, please fill this out and mail it to the State Chairman, Katie Chambers, with your report.

Fundraising Report

- This worksheet is designed to report **ALL** fundraisers regardless of how the profits are distributed. When reporting information about fundraising, the following is needed:
 - Hours it took to run the fundraiser
 - The Profit made from the fundraiser.
 - Under the Club Fundraiser column, describe the Fundraiser, such as Tricky Tray or Scholarship Luncheon.
- Please consider adding up to 2 additional pages describing the fundraising Project.
- The fundraiser should also be included on the report sheet for which you did the project. Example: Scholarship Luncheon will also be reported in the Education and Libraries Report Sheet.

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) + # ____ Hours Spent Purchasing Items for
Event + # ____ 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 2024-2026 Community Impact Supplement, the GFWC Club Manual, and bulletins in the ALMANAC about contest details.

- This two-year project report should be submitted to the CIP State Chairman by March 1, 2026.
- 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 2024calendar year **and** the report for the 2025 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.

PROJECT REPORT FORM

**For Future Use: Utilize this form for EVERY Project you are reporting
Do NOT include this sheet in your final year-end report**

- This Project Report form can be used every time your club does a project or holds an event.
- Utilizing this form for each project your club does throughout the year will make it much easier to complete the year-end reports.
- This is an explanation of how to fill out the form, so that information on every project your club did is readily available at the end of the calendar year.
- You may also utilize this form as a worksheet to fill out 2024 year-end reports, but DO NOT include this form in your report.

Project Name: _____

Date Held: _____

This can be a specific date, or can be a series of dates for one particular project that may be ongoing such as collecting toiletry items to be donated to Social Services, or doing tray favors or "Thinking of You" cards for Meals-On-Wheels each month.

Chairman of Project: _____

CALCULATE TOTAL HOURS FOR PROJECT

<p>Total number of members involved: <i>Include all members working on all aspects, including planning, and all members attending. Count each member ONLY once. Keep any sign-up sheets.</i></p>	<p>Total Number of Members for the Project: _____</p> <p style="text-align: center;">Use this number to complete the next step</p>
<p>Total number of hours: <i>Multiply all planning hours X (times) each member planning: _____</i> <i>Then <u>Add</u> hours to complete project X(times) each member attending: _____</i></p>	<p>Total Hours for the Project _____</p> <p style="text-align: center;">Put this number in the Hours Column</p>

Examples of determining hours for a project:

- **Project #1:**
 - If a project takes 4 committee meetings to plan, each lasting 2 hours, with 5 people at each meeting, the planning hours are:
8 hours of meeting time X 5 people at each meeting = 40 planning hours.
 - If this project is an event that lasts 4 hours, and 10 members attend and/or work, 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.

TOTAL COST OF PROJECT

Total Dollars donated or spent from the club treasury (e.g. any monies spent from the club treasury for such things as scholarships, donations, speaker's fees (etc.)	Put this number in Actual Dollars Donated _____
In-Kind value of any items donated, or purchased by members to be donated: (e.g. value of books, school supplies, toiletries, Tricky Tray or Silent Auction items donated by other parties, etc.) It can be approximated	Put this number in Monetary Value of In-Kind Donations column _____
Profit (if applicable) This number will be used in the fundraising Year End Report. It is important to describe the project on the report sheet of the program in which you did the project. Example: Scholarship Luncheon should be reported in the Education and Libraries Program.	

Description Project:

Explain how project was planned and carried out. When writing the description for a project, you should not exaggerate what was done, but you should include as much information as you can, and explain it to your club's advantage. See a detailed description of some projects on the attached page. Use the area below to write your Project Description.

Project Description Examples

Art Museum Tour

Our Club contacted the William Patterson Art Museum requesting a private tour, since there was an exhibit of a featured artist and our members were very interested in it. The museum agreed, and also let the artist know of our interest, who excitedly attended our tour. Twenty members attended, and we spent 3 hours listening to the artist explain his work, giving explanations of his work. At the end of our tour, he presented each of us with a book about the exhibit, which he signed.

Egg My Yard

Our Juniors Club organized a project called "Egg My Yard." The community was informed, by word-of-mouth and with flyers, that they could order plastic eggs filled with candy and/or small toys placed around their yard the night before Easter. Families placed orders through the club's advisor, and could request eggs filled with wrapped candies, small toys, or both. Food allergies were addressed on the order form.

The eggs were filled by our women's club members in an assembly line, and sorted by family. The advisor mapped out the neighborhoods, and each car had a parent driving three girls to deliver the eggs the evening before Easter. Each girl had a stencil of bunny feet, so in addition to placing eggs around each yard, we chalked bunny feet on each house's sidewalk and driveway to show that the Easter Bunny had visited. We made a profit of \$1680.

Letters to Santa

Our Club answered letters to Santa at the holidays. With the town's permission, we set up two red mailboxes at strategic locations in town. Through advertisements, we instructed the community that local children could put their letters to Santa in these mailboxes. Our members checked the mailboxes during school hours so children wouldn't see who was picking them up. A committee answered the letters, using red or green pens on decorative stationery, and the letters were mailed back to each child. No specific gifts were promised, just holiday wishes and love from Santa. If an address wasn't included, members checked with the elementary school teachers to see if they recognized a child's handwriting. Over 300 letters were answered.

Kickboxing Event for Go Red for Women

For the fifth year, during Heart Health Month in February, our club held a kickboxing event to raise money for Go Red for Women, the American Heart Association's program used to raise awareness about women's heart health. We contacted a kickboxing instructor at a local fitness club, who held a class to which the public was invited. Participants did not need to be members of the fitness club to participate. Publicity was circulated to garner interest. Our members manned the registration table for the event and provided bottled water and snacks for the attendees, who were charged \$10 per person. The American Heart Association gave us Red Dress pins and magnets to hand out. Our profit was \$310.

Arbor Day Presentation and Poster Contest

A member visited our elementary school and gave a presentation to fifth grade students on the necessity of preserving trees. Students were to have the students submit posters with the theme "Trees are Terrific," which we judged after a club meeting. Each child participating received a tree seedling to plant, and a small gift was given to the poster contest winner.

Easter Baskets

We collected items to fill Easter baskets for our local Social Services department, who provided us with the needed amount of baskets. Six weeks before Easter we put collection boxes in

various stores in town, asking the public to donate items such as plastic eggs, chocolate bunnies, wrapped candy, Easter grass or paper shred, small toys, etc. Members collected the items weekly, and they were stored at a member's home. We purchased colorful plastic buckets. Ten members assembled the Easter "baskets" and wrapped them in cellophane bags. They were delivered to the Social Services department the week before Easter for distribution.

Breast Cancer Patient "Care Jars"

In October, ten members assembled "Care Jars" for breast cancer patients. Mason jars were purchased and filled with small toiletries such as lotion, shampoo, shower gel and lip balm, as well as tea bags and a pink washcloth. The jars were decorated with a pink ribbon and a hang tag with an uplifting message. Twenty jars were made and donated to our local hospital's cancer care unit.

Club 90th Anniversary Celebration

Our Club celebrated its 90th Anniversary with an event at our town hall. Guests in attendance included several past club presidents, a state senator, two state assembly persons, and our mayor. Each guest thanked and congratulated our club for the volunteer work we do for the community. Our club president presented a timeline of our club history and shared interesting facts about the club from the past and present day. Programs and pens were given to all who attended; refreshments were served and a club member recorded the celebration. Thirty current club members attended.

Square Dance

Our club held a square dance to raise funds 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 reduce his usual when we told him about our State Project, and the impact the organization made to its clients. We sent press releases to our local newspapers, put the information online on the "Tap Into (name of town)" website, and posted information on social media platforms. We asked the church we were using, along with the two other churches in town, to mention the event in their church bulletins. The church we used 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. After expenses, we made a profit of \$900.

Project Description Examples

These examples are from previous club end-of-year reports. They are provided for you as **examples** of highlighted projects. Remember you can only utilize 2 pages to highlight projects in each Community Service Program and for Advocates for Children, Communications, GFWC Signature Project, Club History, Legislation/Resolutions, Membership and Special State Project.

Arts and Culture Community Service Program

Art Museum Tour

Our Club contacted the William Patterson Art Museum requesting a private tour, since there was an exhibit of a featured artist and our members were very interested in it. The museum agreed, and also let the artist know of our interest, who excitedly attended our tour. Twenty members attended, and we spent 3 hours listening to the artist explain his work, giving explanations of his work. At the end of our tour, he presented each of us with a book about the exhibit, which he signed.

Advocates for Children

Egg My Yard

Our Juniorette Club organized a project called "Egg My Yard." The community was informed, by word-of-mouth and with flyers, that they could order plastic eggs filled with candy and/or small toys placed around their yard the night before Easter. Families placed orders through the club's advisor, and could request eggs filled with wrapped candies, small toys, or both. Food allergies were addressed on the order form.

The eggs were filled by our women's club members in an assembly line, and sorted by family. The advisor mapped out the neighborhoods, and each car had a parent driving three girls to deliver the eggs the evening before Easter. Each girl had a stencil of bunny feet, so in addition to placing eggs around each yard, we chalked bunny feet on each house's sidewalk and driveway to show that the Easter Bunny had visited. We made a profit of \$1680.

Letters to Santa

Our Club answered letters to Santa at the holidays. With the town's permission, we set up two red mailboxes at strategic locations in town. Through advertisements, we instructed the community that local children could put their letters to Santa in these mailboxes. Our members checked the mailboxes during school hours so children wouldn't see who was picking them up. A committee answered the letters, using red or green pens on decorative stationery, and the letters were mailed back to each child. No specific gifts were promised, just holiday wishes and love from Santa. If an address wasn't included, members checked with the elementary school teachers to see if they recognized a child's handwriting. Over 300 letters were answered.

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Kickboxing Event for Go Red for Women

For the fifth year, during Heart Health Month in February, our club held a kickboxing event to raise money for Go Red for Women, the American Heart Association's program used to raise awareness about women's heart health. We contacted a kickboxing instructor at a local fitness

club, who held a class to which the public was invited. Participants did not need to be members of the fitness club to participate. Publicity was circulated to garner interest, including the fitness club. Our members manned the registration table for the event and provided bottled water and snacks for the attendees, who was charged \$10 per person. The American Heart Association gave us Red Dress pins and magnets to hand out. Our profit was \$310.

Breast Cancer Patient "Care Jars"

In October, ten members assembled "Care Jars" for breast cancer patients. Mason jars were purchased and filled with small toiletries such as lotion, shampoo, shower gel and lip balm, as well as tea bags and a pink washcloth. The jars were decorated with a pink ribbon and a hang tag with an uplifting message. Twenty jars were made and donated to our local hospital's cancer care unit.

Environment Community Service Program

Arbor Day Presentation and Poster Contest

A member visited our elementary school and gave a presentation to fifth grade students on the necessity of preserving trees. Students were to have the students submit posters with the theme "Trees are Terrific," which we judged after a club meeting. Each child participating received a tree seedling to plant, and a small gift was given to the poster contest winner.

Civic Engagement and Outreach

Easter Baskets

We collected items to fill Easter baskets for our local Social Services department, who provided us with the needed amount of baskets. Six weeks before Easter we put collection boxes in various stores in town, asking the public to donate items such as plastic eggs, chocolate bunnies, wrapped candy, Easter grass or paper shred, small toys, etc. Members collected the items weekly, and they were stored at a member's home. We purchased colorful plastic buckets. Ten members assembled the Easter "baskets" and wrapped them in cellophane bags. They were delivered to the Social Services department the week before Easter for distribution.

Membership

Club 90th Anniversary Celebration

Our Club celebrated its 90th Anniversary with an event at our town hall. Guests in attendance included several past club presidents, a state senator, two state assembly persons, and our mayor. Each guest thanked and congratulated our club for the volunteer work we do for the community. Our club president presented a timeline of our club history and shared interesting facts about the club from the past and present day. Programs and pens were given to all who attended; refreshments were served and a club member recorded the celebration. Thirty current club members attended.

NJSFWC Advocates for Children Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
NJSFWC President's Grand Initiative: Children's Books Donated to Community Organizations				
NJSFWC President's Grand Initiative: Pinwheel Garden(s) for Prevent Child Abuse NJ				
GFWC Advocates for Children Week Projects (October)				
GFWC Affiliate: March of Dimes Projects/Support				
GFWC Affiliate: St. Jude's Children's Hospital Support				
AIDS Resource Foundation for Children Support				
Autism Awareness Projects/Support				
Baby Items/Baby Shower Collections/Donations				
Back-To-School Supply Collections/Donations				
Birthday or Bubble Bags for Children				
Blanket Donations (Project Linus/Other)				

Totals for this page				
Totals from page 2				

Total for both pages				
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Report Sheet and project descriptions must be mailed to the Advocates for Children Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Marie DiMatties
315 Walnut Street
Haddonfield, NJ 08033

Questions? Call (home) 856-428-9290 (cell) 856-261-6911 or email dimatties@njsfwc.org

NJFWC Arts and Culture Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
GFWC Community Connection Initiative: Partner with organizations (city government, community, school) to create mural paintings in your city or town				
Achievement Day Entries for Arts and Culture				
Art Contest Sponsorship				
Art Supplies Collection/Donation				
Art Projects for Disabled Children/Adults				
Art Projects for Nursing Homes/Assisted Living Facilities				
Art-Related Scholarships				
Book Donations Relating to Art or Culture (to Libraries, Community Centers, Senior or Children's Centers, etc.)				
Centerpieces Made for Club/District Meetings				

Totals for this page				
Totals from page 2				

Total for both pages				
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Report Sheet and project descriptions must be mailed to the Arts and Culture Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Kathleen Reddick
700 Ocean Avenue, Apt.301
Spring Lake, NJ 07762

Questions? Call (cell) 201-401-4043 or email reddick@njsfwc.org

NJSFWC Arts Performing Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
Concert/Musical Performance Outing as a Club				
Creative Writing Contest (NJSFWC) Participation				
Dance Projects or Events				
District Arts Performing Festival Attendance # _____				
District Arts Performing Festival Performances # _____				
Drama Events/Programs: Club or Community				
DVD/CD Donations to Sr. Centers, Nursing Homes, etc.				
Entertain/Perform at Club Meeting/Senior Centers/Nursing Homes/Schools, etc.				
Music in the Schools Month (March) or National Music Week (1st full Week in May) Promotion				

Totals for this page				
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Total for both pages				
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Report Sheet and project descriptions must be mailed to the Arts Performing Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Ann Ribinsky Brown
17 Buffalo Hollow Road
Branchburg, NJ 08876

Questions? Call (cell) 908-872-7337

or email brown@njsfwc.org

NJSFWC Civic Engagement and Outreach Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
NJSFWC President's Grand Initiative: Veteran Support Projects				
GFWC Day of Service Participation:				
GFWC Affiliate: Canine Companions for Independence				
GFWC Affiliate: Heifer International Support				
Bicycle/Seatbelt/Car Seat Safety Projects/Programs				
Candidates Night/Forums				
Citizenship Projects/Programs				
Civic Engagement and Outreach Day Participation				
Clothing Drives				
CPR/First Aid Projects/Programs/Training Classes				
Crime Prevention Awareness/Projects				

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Total for both pages				
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Report Sheet and project descriptions must be mailed to the Civic Engagement and Outreach Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Dawn Pogosaew
34 Ridge Road
Lebanon, NJ 08833

Questions? Call (home) 908-832-9439 (cell) 908-334-4672 or email pogosaew@njsfwc.org

NJSFWC Communications Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
GFWC Club Connection Initiative: Utilize Communications and Public Relations Toolkit on GFWC Website				
Banner: Club Banner Created/Displayed				
Business Cards for Club: Created/Given Out at Events				
Club Name/Logo on: T-shirts/Pens/Tote Bags, etc.				
Community Visibility/Promotion: Parades, Community Events, Displays, etc.				
Convention Program Ad Purchased				
eConnection: Members Subscribe to # members				
Facebook: Maintain Club Facebook page				
Facebook: Send Photos/News to NJSFWC FB Page				
GFWC Clubwoman Magazine: Submit Photos/Info				
GFWC Clubwoman Magazine: Viewed/Read				

Totals for this page				
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Total for both pages				
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Report Sheet and project descriptions must be mailed to the Communications Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Shelley Rothstein
324 Franklin Avenue
Ridgewood, NJ 07450

Questions? Call (cell) 201-887-5117 or email rothstein@njsfwc.org

NJSFWC Education and Libraries Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
GFWC ESO Reading Program # Members Participating _____ # Books Read _____				
After School Projects/Programs				
Author as Speaker/Book Signing Event				
Book Discussions/Book Clubs				
Books for Babies Project				
Box Tops for Education				
Classroom Supply Donations				
Classroom Support (Other)				
Distribute Margaret Yardley Fellowship Information				
Dr. Seuss' Birthday Projects				
ESL/Literacy/Adult Basic Skills Class Support/Tutoring				
Family Reading Promotion				

Totals for this page				
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Total for both pages				
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Report Sheet and project descriptions must be mailed to the Education and Libraries Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Joan Murdock
15 Spring Street
Garfield, NJ 07026

Questions? Call (home) 973-772-1999 (cell) 973-202-5793 or email murdock@njsfwc.org

NJSFWC Environment Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
NJSFWC President's Grand Initiative: Arbor Day Projects				
NJSFWC President's Grand Initiative: Earth Day Projects				
Achievement Day Entries for Environment				
Animal Organizations or Animal Shelter Support				
Beautification Projects (town, park, etc.)				
Bee Projects/Programs				
Butterfly/Butterfly Garden Projects/Programs				
Bird Projects/Programs				
Book Donations Relating to Environmental Themes (to Libraries, Community, Senior or Children's Centers, etc.)				

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Total for both pages				
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Report Sheet and project descriptions must be mailed to the Environment Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Dorothy Bernice
2612 Lancaster Lane
Toms River, NJ 08755

Questions? Call (home) 201-288-6685 (cell) 201-725-0750 or email bernice@njsfwc.org

NJSFWC Fundraising Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

- On this Report Sheet, **all** fundraisers should be reported, regardless of the beneficiary of the income from the project or event. (Example: if your club held a luncheon and the proceeds were for scholarships, you would report the project on the Education and Libraries Report Sheet, including hours, dollars donated, monetary value of in-kind donations, and a detailed description of the project.)
- **For this Fundraising report only, clubs are allowed to cross-report.**
- Indicate the fundraisers your club has done from January 1, 2024 through December 31, 2024.
- For each fundraiser, list the title of the fundraiser, total hours your members worked on it, and the profit made. The list of fundraisers can be continued on page 2.
- Please add a detailed description of these fundraisers on up to two additional pages. **(Total of two pages maximum.)**
- **Each fundraiser you describe should have its own separate title and explanation paragraph.** (Please don't send pictures or flyers.)

Did Your Club participate in the GFWC-endorsed Lady Jayne Jewelry Fundraiser? _____	Hours _____	Profit \$ _____
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Club Fundraisers	Hours	Profit

Totals for this page		
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Total for both pages		
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Report Sheet and project descriptions must be mailed to the Fundraising Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Debbie Cibelli
280 Taft Court
Paramus, NJ 07652

Questions? Call (home) 201-967-7883 (cell) 201-264-6428 or email cibelli@njsfwc.org

NJSFWC Health and Wellness Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
GFWC Community Connection Initiative: Support for Caregivers				
Adult Day Care Projects/Support				
Alzheimer's Projects/Support				
Arthritis Awareness Projects				
Blind Assistance/Braille Projects				
Blood Drives				
Breast Cancer Projects/Support				
Cancer Prevention or Awareness Programs				
Cancer Patient Support Projects				
Clinic/Health Center Support				
Comfort Pillows: Breast Cancer/Heart Surgery Patients				
Deaf/Hard of Hearing Assistance/Projects				

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Report Sheet and project descriptions must be mailed to the Health and Wellness Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Katie Chambers
229 Indian Hollow Court
Mahwah, NJ 07430

Questions? Call (cell) 201-306-3261 or email chambers2@njsfwc.org

NJSFWC Leadership Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
Agenda and Meeting Preparation for Club President				
ALMANAC: Read and Distribute				
Board Members (Club) (list positions on Project Description page)				
Bylaws Reviewed/Amended/Revised				
Community or Volunteer Organizations: Attend Meetings				
Convention Attendance # members				
Delegate Fund (to offset cost to attend State/Regional/National Meetings)				
District Chairmen from Club (list position(s) on Project Description page)				
District Council Attendance # members				
District Council Hostessing				

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Report Sheet and project descriptions must be mailed to the Leadership Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Susan Chambers
905 Amaryllis Avenue
Oradell NJ 07649

Questions? Call (home) 201-265-6282 (cell) 201-370-2743 or email chambers@njsfwc.org

NJSFWC Legislation/Resolutions Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
NJSFWC President's Grand Initiative: Have Members Sign Up for the GFWC Legislative Action Center (# members _____)				
GFWC Club Connection Initiative: Participate in the "Legislative Ladder" Contest on the GFWC Website				
"Citizens Guide to Government" Purchase and Donate to Schools/Libraries/Community				
Contact State or Federal Legislators on Issues of Importance to Your Members				
Directory: Develop Community Public Policy Directory of Public Officials, Government Agencies, Civic and Advocacy Organizations, etc.				
Legislation Chairman in Club				

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Total for both pages				
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Report Sheet and project descriptions must be mailed to the Legislation/Resolutions Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Jacqueline Wisner
211 Cambridge Avenue
Englewood, NJ 07631

Questions? Call (cell) 201-452-4503 or email wisner@njsfwc.org

NJSFWC Membership Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
Club Profiles Distributed at Club/Community Events				
Clubhouse Expenditures/Meeting Rental Fees				
Communication Chain to Keep Members Informed (Email/Phone/Text, etc.)				
Displays/Information Booth/Tabling Events with Club Membership Materials				
Elevator Speech Development to Inform Potential New Members About Your Club				
Federation Awareness Promotion/Programs for Members and/or the Community				
Honor Roll Recognition of Member(s)				
Honors Book or Memorial Book Recognition of Members				

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Report Sheet and project descriptions must be mailed to the Membership Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Patricia Dahl
576 Dew Court
Blackwood, NJ 08012

Questions? Call (home) 856-227-0659 (cell) 609-254-7909 or email dahl@njsfwc.org

NJSFWC Program Information Sheet 2024

Club Name _____ District _____

Number of Members **as Reported on the May 1, 2024 Yearbook Data Form** _____

Club Chairman's Name _____ Phone #(s) _____

Email _____

- Indicate the programs your club had from **January 1, 2024 through December 31, 2024.**
- Each program listed below should **also** be reported on the appropriate Community Service Program Report Sheet. (Example: If you had a beekeeper speak, that would be listed as a project on the Environment Report Sheet; If you had a speaker from the police or fire department, that would be reported on the Civic Engagement and Outreach Report Sheet, etc.)
- On that Report Sheet, include hours, dollars spent from club treasury, monetary value of in-kind donations, and a description of the program.
- At your District's January Council Meeting/Program Assistance Day, please give a brief report on three of the programs listed below.

Mail this form, **postmarked by February 1, 2025**, to:

Tina Ree
24 Passiac Drive
Hewitt, NJ 07421

Questions? Call (cell) 201-675-3527 or email ree@njsfwc.org

Month	Fee	Program Title	Contact Information for Speaker (Name, address, email, phone #)	Length of Program	Audience Reaction	Where Obtained?
Jan					Excellent Good Poor	
Feb					Excellent Good Poor	

NJSFWC Program Information Sheet 2024

Month	Fee	Program Title	Contact Information for Speaker (Name, address, email, phone #)	Length of Program	Audience Reaction	Where Obtained?
Mar					Excellent Good Poor	
Apr					Excellent Good Poor	
May					Excellent Good Poor	
Jun					Excellent Good Poor	
Jul					Excellent Good Poor	
Aug					Excellent Good Poor	
Sep					Excellent Good Poor	
Oct					Excellent Good Poor	
Nov					Excellent Good Poor	
Dec					Excellent Good Poor	

GFWC Signature Project: Domestic and Sexual Violence Awareness and Prevention Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
Anger Kit Donations to Domestic Violence (DV) Shelters				
Bra/Undergarment Collection/Donation to DV Shelters				
Campus Sexual Assault Awareness Projects/Programs				
Candlelight/Luminary Vigil Sponsorship/Participation				
Denim Day (April) Projects/Participation				
Dress for Success/Business Clothing Donations				
Domestic Violence Awareness Month (October) and/or Purple Ribbon Projects				
Domestic Violence/Sexual Assault Awareness Club Program or Community Event Sponsorship				

Totals for this page				
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Report Sheet and project descriptions must be mailed to the Domestic and Sexual Violence Awareness and Prevention Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Claire Hill
123 Union Place
Ridgefield Park, NJ 07660

Questions? Call (home) 201-440-2800 (cell) 201-321-6100 or email hill@njsfwc.org

**NJSFWC Special State Project (January 1 through May 8, 2024)
Emmanuel Cancer Foundation Report Sheet 2024**

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through May 8, 2024**, by completing the information next to the projects indicated below and on page 2. **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
Birthday Bags/Baskets for ECF Families				
Chemo Bags Donated				
ECF Northern Fundraiser Attendance/Support				
Gift Card Donations (Car Service, NJ Transit, Supermarkets, Restaurants, etc.)				
Guardian Angel Bags Donated				
Food Drive Sponsorship/Donations to ECF				
January District Council Collection (Shampoo, Conditioner, Deodorant, Body Wash) Donations				
Literature about ECF Distributed to School Nurses, etc.				

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Total for both pages				
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Reporting Sheet and project descriptions must be mailed to the Chairman listed below to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Marie DiMatties
315 Walnut Street
Haddonfield, NJ 08033

Questions? Call (home) 856-428-9290 (cell) 856-261-6911 or email dimatties@njsfwc.org

**NJSFWC Special State Project (May 9 through December 31)
NJ Children's Alliance Report Sheet 2024**

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **May 9, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2. **Note:** Projects are not limited to this list. Additional projects can be listed at the end of page 2. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
Backpack Drive Collection/Donation				
Car Service Gift Card Donations (Uber, Lyft, etc.)				
Fall Conference Collection of Requested Items for NJ Children's Alliance				
Gift Card Donations (to Supermarkets, Stores, etc)				
Gift Card Donations (Uber, Lyft)				
Information Booth/Tabling Event to Hand Out NJ Children's Alliance Information				

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Total for both pages				
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Reporting Sheet and project descriptions must be mailed to the Special State Project Chairman to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

April Shoemaker
P.O. Box 154
Oldwick, NJ 08858

Questions? Call (home) 908-236-7337 (cell) 908-240-7292 or email shoemaker@njsfwc.org

NJSFWC Women's History/Club History Report Sheet 2024

Club Name _____ District _____

Number of Members as Reported on the May 1, 2024 Yearbook Data Form _____

Club Chairman's Name _____ Phone # _____

Email _____

Indicate the projects your **club has done** from **January 1, 2024 through December 31, 2024**, by completing the information next to the projects indicated below and on page 2 **Note:** Projects are not limited to this list. Additional projects can be listed under **Additional Projects** on page 2.

Project Descriptions: you may add a total of 2 pages describing projects you wish to highlight. **Each project you highlight should have its own separate title and an explanation paragraph.** Please don't send pictures or flyers.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
1894 Society (NJSFWC) Membership/Support				
1734 Society (GFWC) Membership/Support				
Book Donations About Historical Women				
Club Anniversary Celebration/Event				
Club Historian				
Club History: Create or Update				
Digitizing Club files				
GFWC Headquarters Visit				
GFWC Women's History and Research Center (WHRC) Research/Support				
Historic Site Visit(s) as a Club Outing				

Totals for this page				
Totals from page 2				

Total for both pages				
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Report Sheet and project descriptions must be mailed to the NJSFWC Historian to be judged. Reports may be emailed, but the information will be for statistical purposes only.

Postmarked no later than February 1, 2025

Randi Quilici
129 Glimmer Glass Circle
Manasquan, NJ 08736

Questions? Call (cell) 732-371-1885 or email quilici@njsfwc.org

NJSFWC Women's History/Club History Report Sheet 2024 Page 2

Make sure to add these statistics to those on the previous page.

Community Service Projects	# of Projects	Hours	Actual Dollars Donated	Monetary Value of In-Kind Donations
Interview Current/Former Club Members for Oral Histories				
National Women's History Month (March) Projects / Promotion				
New Jersey Women's Heritage Trail Site(s) Visit				
NJSFWC Headquarters Visit for Tour, Event, Celebration, etc.				
NJSFWC or GFWC History Presentation at Meeting or Event				
Palisades Park Watch Tower Honoring NJSFWC Visit				
Turning Point Suffragist Memorial Visit/Support				
Women's Equality Day (4th Monday in August) Projects/Promotion				
Additional Projects:				

Totals for this page (page 2) (Add these to figures on the first page where indicated)				
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President’s Projects: Did you support the following?

1. Support GFWC Legislative alerts	4	<input type="text"/>
2. Veterans	4	<input type="text"/>
3. Domestic Violence Shelters	4	<input type="text"/>
4. Sign up for NJSFWC eConnection	2	<input type="text"/>
5. Purchase a brick for the HQ Memorial Garden	2	<input type="text"/>
6. “130 Project”	4	<input type="text"/>
7. Communications (send press releases)	4	<input type="text"/>
8. New Jersey Children’s Alliance	2-4	<input type="text"/>

Community Service Programs (Club held or attended at least one activity – excludes monetary donation): List project on separate page

1. Arts & Culture	2	<input type="text"/>
2. Arts Performing	2	<input type="text"/>
3. Civic Engagement & Outreach	2	<input type="text"/>
4. Education and Libraries	2	<input type="text"/>
5. Environment	2	<input type="text"/>
6. Health & Wellness	2	<input type="text"/>

Other Participation: List other projects done

1. Advocates For Children	2	<input type="text"/>
2. Domestic & Sexual Violence Awareness & Prevention	2	<input type="text"/>
3. GFWC Day of Service October 2024	2	<input type="text"/>
4. Submit a Resolution to Legislation & Resolutions Chair	2	<input type="text"/>
5. Submit a Bylaw Revision	2	<input type="text"/>

Representation: Attend/how many One point for each member attending

1. District Council Meetings January/June/September		<input type="text"/>
2. Workshops - LEADS, Treasurer, Leadership/Membership, Canva		<input type="text"/>
3. Spring Conference		<input type="text"/>
4. Day of Service (January 2024)		<input type="text"/>
5. Meet the Presidents 6/15 or 7/15		<input type="text"/>
6. GFWC Open House (12/24)		<input type="text"/>
PART ONE TOTAL		<input type="text"/>

**PART TWO
BONUS POINTS**

Contributions sent to other organizations	Points	Earned
1. Canine Companions for Independence	3	<input type="text"/>
2. Community Organizations, ie. Local first aid, Fire Dept.,	3	<input type="text"/>
3. Operation Smile	3	<input type="text"/>
4. Give Scholarships	3	<input type="text"/>
5. Nominate someone for Women of Achievement	3	<input type="text"/>
6. Other (list)	3	<input type="text"/>
Participation: One point for each person attending		
1. State Fall Conference		<input type="text"/>
2. Civic Engagement & Outreach Day		<input type="text"/>
3. MAR (Middle Atlantic Region Conference)		<input type="text"/>
4. NJSFWC Convention		<input type="text"/>
5. Spelling Bee		<input type="text"/>
6. Day of Service		<input type="text"/>
7. Work with another NJSFWC Club on a project		<input type="text"/>
8. District Performing Arts Festival		<input type="text"/>
PART TWO TOTAL		<input type="text"/>
Points from Part One		<input type="text"/>
CLUB'S TOTAL POINTS		<input type="text"/>

Club Name:	<input type="text"/>
District:	<input type="text"/>
Contact:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

Directions for emailing the form

- Completed form must be received by February 1, 2025 and sent to:
-- NJSFWC President-elect Susan Chambers chambers@njsfwc.org
- The subject line of the email must include Club Name/Carol J. Sas Award