

# 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><b>Total number of members</b> 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><b>Total Number</b> of Members for the Project: _____</p> <p>Use this number to complete the next step</p>
<p><b>Total number of hours:</b> <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><b>Total Hours</b> for the Project _____</p> <p><b>Put this number in the Hours Column</b></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><b>Total Dollars donated or spent from the club treasury</b> (e.g. any monies spent from the club treasury for such things as scholarships, donations, speaker’s fees (etc.))</p>	<p><b>Put this number in <u>Actual Dollars Donated</u> column</b> _____</p>
<p><b>In-Kind value of any items donated, or purchased by members to be donated:</b> (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><b>Put this number in <u>Monetary Value of In-Kind Donations</u> column</b> _____</p>
<p><b>Profit (if applicable)</b> This number will be used in the <b>Fundraising Year End Report</b>. 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**