

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.