

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.