

STATE DATES – 2024-2025

DECEMBER 2024

- 3 – NJSFWC Executive Committee Meeting
- 4 – GFWC Holiday Open House
- 10 – NJSFWC Holiday Board Meeting

JANUARY 2025

- 7 – NJSFWC Executive Committee Meeting
- 14 – NJSFWC Board of Directors Meeting
- 20 – Day of Service

DISTRICT DOINGS 2025

College District Councils

Thursday, January 23, 2025 - Snow Date: Via Zoom
Meeting starts at 10:30
NJSFWC Headquarters
55 Labor Center Way, New Brunswick

Garden District Council

Thursday, January 16, 2025 - Snow Date: Via Zoom
Registration 9:30 a.m., Meeting starts at 10:00 a.m.
Porch Club of Riverton's Clubhouse
213 Howard Street, Riverton

Highlands District Council

Wednesday, January 8, 2025 - Snow Date: Via Zoom
Meeting starts at 10:00 a.m.
Brook Hollow Winery
594 State Route 94, Columbia

Liberty District Council

Tuesday, January 28, 2025 - Snow Date: Via Zoom
Awaiting location conformation.
Contact President-elect Susan Chambers
chambers@njsfwc.org for details

Palisades District Council

Wednesday, January 15, 2025 - Snow Date: Via Zoom
Meeting starts at 10:00 a.m.
Woman's Club of Englewood
187 Brinckerhoff Court, Englewood

Ramapo District Council

Tuesday, January 21, 2025 - Snow Date: Via Zoom
Meeting starts: 10:30 a.m.
Riverdale Woman's Club
7413 Coventry Court, Riverdale

Shore District Council

Monday, January 27, 2025 - Snow Date: Via Zoom
Awaiting location information. Contact District Vice
President, Karen Osborne, (732) 691-8395

Southern District Council

Wednesday, January 22, 2025 - Snow Date: Via Zoom
Registration 10:30 a.m., Meeting starts at 11:00 a.m.
Price Hall, Academy & Seashore Roads, Cold Springs

Important Deadline Dates 2025 for Club Presidents

DECEMBER

- 15 – Proposed Resolutions Due to Headquarters

JANUARY

- 20 – Day of Service
- 31 – GCI Due to Headquarters

NJSFWC Member's Recognition Form

Please fill out this form and submit to the
Second Vice President/Membership Chairman Patricia Dahl
576 Dew Court, Blackwood, NJ 08012 – dahlpj@yahoo.com or
dahl@njsfwc.org
(Attach an extra page if needed.)

Members with 25 or 50 years

List the names of members who are celebrating 25 years as members in a Federated club from 2024. These members would have joined in 1999. The certificates will be awarded at their District Spring Conference.

List the names of members deserving a NJSFWC Gold Certificate recognizing 50 years of membership in Federation. Joined in 1976. (These are members who have not been previously recognized in this way.) The 50 years is a total of membership in all Federated clubs, Juniorettes and EMD's. The Gold Certificates will be presented at the District Spring Conferences.

Names of Members bringing in more than two members.

List the names of members who brought in 2 or more members from Jan 2024 – December 2024 and the number of new members each recruited. (To be awarded at District Spring Conferences)

Name:

of members

NJSFWC Convention Book Instructions – May - 2025
New Jersey State Federation of Women’s Clubs of GFWC
131st Annual Convention: CELEBRATE GOOD TIMES
May 4-7, 2025
Vivien Finn, Convention Chairman

Dear Club Presidents, Members, and Friends of NJSFWC,

We hope that ALL Clubs will submit an ad for the NJSFWC Convention Book. You will be making your club visible, and you will be supporting NJSFWC. Note that we have a new category of ads for **members who own a business**. You can reach over 500 Federation sisters by placing an ad in our Convention book. We also continue to seek outside organizations to place ads in our book. The price for ads is different for each category.

Category 1 – Clubs and individual members (\$50 - full page; \$40 – half page; \$25 – quarter page).

Category 2 – Members who own businesses (\$75/\$60/\$40). Form must include name of member’s home club.

Category 3 – Outside organizations/businesses (\$100/\$80/\$50). We welcome support from the community at large.

Follow these instructions to create a spectacular convention ad!

- ❖ **DIGITAL ADS MUST BE CAMERA READY AND STATE THE SIZE OF THE AD.**
- ❖ **Design your ad on a computer** using **Microsoft Word, Microsoft Publisher, or Photo Shop**. If you don’t have these programs, find someone who does. The person who designs your ad should have outstanding computer skills. **Formats accepted are jpg, doc, docx, pub, psd, and pdf** (save as max quality).
- ❖ Ads look best when they have fewer words and graphics. Keep it simple! This is especially true for quarter and half page ads.
- ❖ Borders and graphics do NOT always transmit exactly as the designer intended. That’s why it’s important to send a paper version of your ad. The Book Chairman will duplicate the original ad as closely as possible.
- ❖ Use standard fonts such as Calibri, Times New Roman, *Lucida Calligraphy*, Georgia, and Verdana. Unusual fonts may not transfer from one computer to another.
- ❖ **Your ad must be submitted 2 ways** – a **digital version** (via your computer) and a **paper copy**. Please use a full sheet of paper but print the ad within the dimensions that you desire.
- ❖ If you send **ONLY** a paper copy of your ad, we will have to scan it into the computer and the quality will degrade from your original. We send **ONLY** digital material to our printing company.
- ❖ **Be sure to proofread your ad!!**
- ❖ The program book will be **5 ½ by 8 ½ inches** with a spiral bound cover. In order to be sure that your ad is the correct size, please use the dimensions on the reverse side of this form.
- ❖ Design and submit your ad in **black and white** so that you can see how it will appear in the book.
- ❖ Checks should be payable to **NJSFWC Convention Account**.

- ❖ **Mail 3 things - (1) check, (2) information form, and (3) paper copy of ad to:**

Denise Hosier
122 Sandpiper Lane
West Deptford, NJ 08086

- ❖ Send the digital version to: **dee768nj@gmail.com**

Ads will be placed in the book in the order in which they are received. No handwritten ads will be accepted.

Please note - Ads for the 2025 Convention Book are due by February 15th, 2025.

Contact Dee by email or at **856-848-3217** if you have questions. Do this as soon as possible.



This is a **quarter page** ad.
It's 3.5 inches high and 2.0 inches wide.

The entire ad – including borders – must fit within this box.

Category 1 - \$25

Category 2 - \$40

Category 3 - \$50



This is a **full page** ad. It's 7 inches high and 4 inches wide.

The entire ad – including borders – must fit within this box.

Category 1 - \$50 – Club or individual member

Category 2 - \$75 – Member/business owner – ad must include name of member's home club

Category 3 - \$100 – outside organization/business



This is a **half page** ad. It's 3.5 inches high and 4.0 inches wide.

The entire ad – including borders – must fit within this box.

Category 1 - \$40 - Club or individual member

Category 2 - \$60 - Member/business owner – ad must include name of member's home club

Category 3 - \$80 - outside organization/business



Send this **information form**, your **check**, and the **paper copy of your ad** to **Denise Hosier**.

Name of Club/Organization _____

Name of Contact Person _____

Telephone _____ E-mail _____

Circle size of ad - full half quarter

Check # _____ Amount enclosed _____

NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC

RESERVATION FORM - GIRLS' CAREER INSTITUTE

Monday, June 2- Thursday June 5, 2025

WOMAN'S CLUB _____ DISTRICT _____

Club President _____ Phone _____ E-mail _____

Club GCI Coordinator _____ Phone _____ E-mail _____

Wishes to SPONSOR # _____ of DELEGATE(S) – (\$350 each) Amount Enclosed \$ _____

Additional Ways CLUBS and INDIVIDUALS can support GCI:

Sponsorships are possible/encouraged if your club is having a difficulty finding delegates.

Sponsor # _____ Delegate(s) - (\$350 each) chosen by GCI Staff. Amount Enclosed \$ _____

Support GCI with a donation for supplies and incidentals. Amount Enclosed \$ _____

TOTAL ENCLOSED \$ _____

(Included is a GCI WISH LIST for clubs)

This registration form along with your check(s) made payable to NJSFWC should be mailed as early as possible to:
NJSFWC HEADQUARTERS, 55 Labor Center Way, New Brunswick, NJ 08901 Reservations are limited.

DEADLINE - JANUARY 31, 2025

This deadline to reserve a spot for a Delegate by sending the payment is absolute!
Reservation/payments will not be accepted after JANUARY 31st. Your cancelled check will be your receipt.
THERE WILL BE NO REFUNDS. (Unless we are forced to cancel) This form must accompany all payments.

Delegates and Alternates Must Be Registered By March 15th. NO EXCEPTIONS!

Each club is entitled to 2 initial Delegates and but ONLY ONE Alternate.

If space allows our club wished to sponsor # _____ Additional Delegates

A list will be maintained of clubs seeking to send more delegates. They will be notified as soon as possible

CONTACT: Ellen Lund, Director at 973-979-4077 or elabc123@gmail.com with all questions or concerns.

Office use – date received _____ Cash \$ _____ Check # _____ \$ _____

GCI WISH LIST

- Snacks
- Material for No Sew Blankets
- Adult size scissors
- White or colored lunch bags (no brown)
- Sanitary supplies
- Fake Flowers
- Board/card games (new or gently used)

All donations are greatly appreciated.

They should be brought to your District's GCI Orientations.



Leadership/ Membership Workshop

January 25, 2025 NJSFWC Headquarters 10:30am-12:00-pm

Registration: 10am

Learn how leadership and membership work together to strengthen your club and prepare for its future! All club leaders are welcome along with leaders-to-be!

Led by NJSFWC President Elect/Leadership Chairman Susan Chambers and Second Vice President/Membership Chairman Patricia Dahl

Light refreshments will be available.

Reserve your spot: chambers@njsfwc.org or 201-265-6282



Friends

Of Convention

NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC

131st ANNUAL CONVENTION – “Celebrate Good Times”

In addition to the ads that will be in the Convention Program Book, there will be a patron listing for “Friends of Convention”. The cost of the listing, which is just a name only, will be \$5.00 for each club member. Club presidents are encouraged to ask their members to sign up, collect the money and submit the names on the form below. Those members who sign up and attend Convention will receive a “Friends of Convention” ribbon.

**DEADLINE FOR RETURNING THE FORM IS FEBRUARY 28th 2025.
MAIL COMPLETED FORM TO JOANNE MANGELS NJSFWC HEADQUARTERS
55 LABOR CENTER WAY, NEW BRUNSWICK NJ 08901**

FRIENDS OF CONVENTION:

(Please use the reverse side of page if additional names are needed)

Club Name: _____

Contact Person: _____ Phone: _____

Amount enclosed @\$5.00 each: _____

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>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.

Project Report

Project Report Form

Project Name: _____

Date Held: _____

Total Number of Members Involved:

(Include all members working on all aspects, including planning, and all members attending. Note: Count each member only once.)

Total Hours:

(Multiply all planning hours x each member planning, plus hours to complete project x each member attending.)

Cost:

Dollars donated or spent from Club Treasury:

(e.g. any monies spent from club treasury, scholarship or other money given, speaker's fee, etc.)

In-Kind value of any items donated, or purchased to be donated:

(e.g. value of books, school supplies, food, toiletries donated; Tricky Tray or Silent Auction items solicited, etc.)

Profit (if applicable):

(This figure would be used if event was a fundraiser)

Describe Project:

Explain how project was planned and carried out. Keep any sign-up sheets, if used, to assist in figuring hours and cost.

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