

# New Jersey State Federation of Women's Clubs of GFWC

**Barbara McCloskey, President**  
**Together in Service – United in Friendship**  
**2025**

## **GENERAL INFORMATION:**

Enclosed in this packet are the following:

1. 2025 NJSFWC Club Project Report Worksheets for the following;
  - Arts and Culture
  - Arts Performing
  - Civic Engagement and Outreach
  - Education and Libraries
  - Environment
  - Health and Wellness (including the Club Walking Challenge)
  - Advocates for Children
  - Communications
  - Fundraising
  - GFWC Signature Project: Domestic Violence Awareness and Prevention
  - Club and Women's History
  - Legislation/Public Policy
  - Membership
  - Leadership
  - Special State Project
2. Report Writing Instructions – pages 2-4
3. A Valuation Guide for In-Kind donations - page 5
4. Project Description examples – pages 6-7
5. Report Writing Tips: General and Specific – pages 8-10
6. An updated version of "Where Should We Report It?" (separate pages 1-10)

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

**Please note that individual clubs do not report directly to GFWC.**

# Report Writing Instructions

2025 Calendar Year  
(January 1, 2025 – December 31, 2025)

## 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, 2025 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, 2025 through December 31, 2025. Use 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 2025. The information you put on this sheet can be easily copied to the Year End Report in each Program Area. Utilizing this form throughout 2026 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. (pages
- 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 (except for GFWC Affiliates and NJSFWC President's Emphasis Area) are listed alphabetically, making it easier to find.

## 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

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

### 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

<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.))	<b>Put this number in <u>Actual Dollars Donated</u> column</b> _____
<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	<b>Put this number in <u>Monetary Value of In-Kind Donations</u> column</b> _____
<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 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.	_____ <b>The Profit column is ONLY in the fundraising report. Utilize this number in descriptions of the project</b>

- 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/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**

## 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.

## 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.

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### Advocates for Children

#### 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.

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### Health and Wellness Community Service Program

#### 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.

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### **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.

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### **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.

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### **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.

## REPORT WRITING TIPS

### General

- 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**. 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 ½ 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 – ½ hour. The project took 16 ½ 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.

### Specific:

#### Health and Wellness Report

- Included in this report is the NJSFWC Walking Challenge Sheet and Instructions. 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 February 15, 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 2024 calendar year **and** the report for the 2025 calendar year.
- COMPLETE INFORMATION AND REPORTING GUIDELINES CAN BE FOUND AT [njsfwc.org](http://njsfwc.org), UNDER MATERIALS. SCROLL DOWN TO **COMMUNITY IMPACT PROGRAM**

**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.