



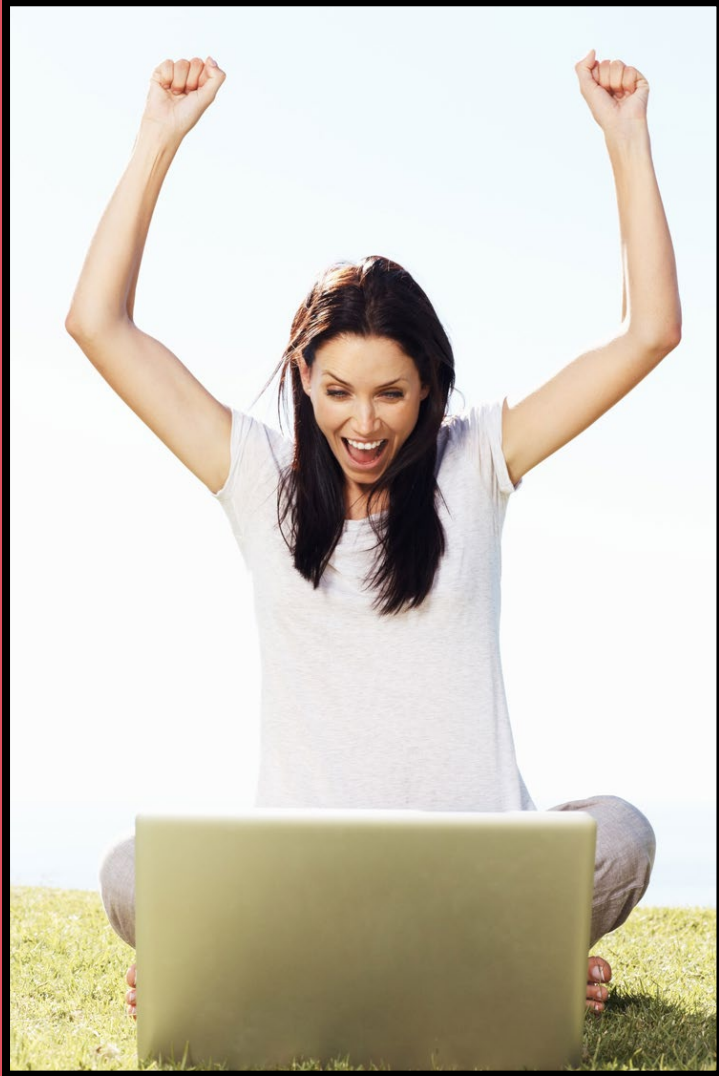
# Annual Report Writing

**Chris Sienkielewski**  
**NJSFWC First Vice**  
**President**



# Why Do Annual Reports?

- Preserve the history and story of your Club
- Communicate the vast variety and amazing impact of our projects worldwide. Power of Numbers
- Inform NJSFWC and GFWC what your club is doing.
- Share ideas and concepts for other clubs to adopt.
- Recognition and awards.



# What's New!

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- Vertical forms
- Bigger font
- No more Narratives – Now they are called Project Descriptions
- New Membership Categories:
  - Category 1 4-30 members
  - Category 2 31-50 members
  - Category 3 51+ members

- All work is reported on behalf of the club, not on behalf of an individual member or committee
- Why did you do an activity? Who is benefiting?
- Where do I report it? Not sure??? Check the “Where Should We Report It?” document on [www.njsfwc.org](http://www.njsfwc.org) in the Materials section
- Everything a club does should be reported
- Report a project under the correct category no matter which committee did the work.
- Example: If the H&W Chairman coordinated the donation of items to a Domestic Violence Shelter, it is reported on the Domestic Violence and Awareness report form

## Where to Report it???



- Gather all the information about your Club's activities from January 1 - December 31 2025.
- Make sure each chairman has completed a Project Report for all projects with volunteer hours completed.

# Information Gathering

- Check calendars, newsletters, Facebook, and each other to remind you as you look back.
- Re-read meeting minutes and treasurer's reports to remind you what your club did over the year.

- Who, what, when, where, how, and why?
- Who benefited?
- Brief, detailed, description of the significant or creative projects.
- Descriptions enhance chances of winning an award on the District, State and National levels.
- Don't squeeze additional information on the worksheet.

No acronyms or abbreviations  
Use full names of organizations  
and towns.

## Descriptions

### Paint a Picture with Words



# Dollars and In-Kind Donations- What's the Difference??

A background image showing a hand holding a pink heart over an open palm, symbolizing giving or donation.

## Actual Dollars Donated

- Total dollars donated or spent from the club treasury- example: scholarships, monetary donations, speaker's fees etc.
- This does not include items purchased by members or the public.

## In-Kind Donations

- The value of any donated items (new or used) or items purchased by a club or community member to be donated using their personal funds- example: value of books, toiletries, school supplies, tricky tray donations.
- In-kind value is something other than money that has value.

The Valuation Guide for In-Kind Donations can be found on page 5 of the Report Writing Instructions on [www.njsfwc.org](http://www.njsfwc.org) under Materials



**As you write the information down,  
the total work done on a project becomes clear**

- **Use Project Reports to calculate the number of projects, number of hours and cost.**
- **Think of each project individually , no matter how many times the project was done. Ex: A monthly two hour Book Club is reported once, not 12 times. 1 project = 24 hours total**
- **Add 2 pages for the project descriptions. Use one short paragraph per project, do not write in essay form.**
- **Use the “other projects” line on the Report Form .**
- **Overestimate: You spend more time and money on things than you remember.**
- **Round up**
  - No cents.**
  - No fractions of hours.**



## Example: A program, speaker, or video at a club meeting

- Hours your members spend listening or watching.  
60 minute program with 30 members --  
30 members x 1 hour each =30 hours reported



## Example: A project to make Three-tiered trays for a Tea

- 2 members met at lunch for 2 hours to discuss the project ( $2 \times 2 = 4$ )
- One member designed and shopped for the materials. (10 hours)
- 4 members -- 3 1/2 hours each to make 12 trays ( $4 \times 4 = 16$  hours - round up)
- 4 members 3 hours each for delivery and travel time ( $4 \times 3 = 12$ )
- 42 hours reported



# Calculating your hours

# **All Numbers All Aspects of the Project**

**Hours spent on a project:**

- **# of participants X time length of the activity/program**
- **include planning meetings**
- **include shopping, cooking, setting up, cleaning up, driving or traveling**
- **include time spent on any planning discussions**

**Sign-up sheets help to keep track of how many members  
worked on a project and to calculate their hours**

**DO NOT ASSIGN A MONETARY VALUE TO YOUR TIME!!**



**Member  
Involvement  
Collaboration  
Originality  
Helpfulness**

## **What is the Chairman Hoping to Read?**

**Community Impact  
Unique Projects  
Concise  
Information  
Successful Program**



# Fundraising Report

## Dual Reporting Projects

Report the project on *both* the report sheet that the program applies to *and* on the Fundraising report form

Example: A Scholarship Fundraising Luncheon should be reported under Education & Libraries and the profits from the event are reported on the Fundraising Report form.

The same project description can be used on both forms

## **DEADLINES AND SUBMISSION PROCEDURE:**

**\*Reports *must* be mailed to chairman's address  
and postmarked by February 1, 2026**

**\*\*DO NOT MAIL REPORTS TO HEADQUARTERS\*\***

## **WHAT IF I NEED ASSISTANCE?**

**NJSFWC Chairman - contact information is on  
every report form**

**Chris Sienkielewski- [sienkielewski@njsfwc.org](mailto:sienkielewski@njsfwc.org)**

**The complete Report Writing Packet with instructions can be  
found at [www.njsfwc.org](http://www.njsfwc.org) in the Materials section of the  
website**

Thank you to NJSFWC  
Arts & Culture Chairman  
Kathy Reddick and  
NJSFWC Communications  
Chairman Shelley Rothstein  
for their work on  
this slide presentation

*Chris Sienkielewski*



**THANK  
YOU!**



NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS  
TOGETHER IN SERVICE UNITED IN FRIENDSHIP

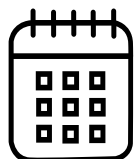


# ZOOM TREASURER'S WORKSHOP

Conducted by NJSFWC Treasurer Linda Carbley

- **WHAT YOU'LL LEARN:**
- Broad overview of Treasurer's responsibilities
- Review of budget, operating expenses and charitable accounts
- Charitable registration form

Q & A session to follow



MONDAY  
JANUARY 12, 2026  
7:00 PM



WHO SHOULD ATTEND?  
TREASURERS PRESIDENTS  
BUDGET COMMITTEE MEMBERS

REGISTRATION IS REQUIRED - ZOOM LINK WILL BE  
PROVIDED [carbley@njsfwc.org](mailto:carbley@njsfwc.org)