

JM Communications Report Worksheet – 2007

Club Name: _____

Circle Membership category: 4-10, 11 – 21, 22 – 35, 36+

Report Author Email: _____

Indicate which projects that your club members have supported from January 1, 2007 – December 31, 2007 by filling in the information asked for next to any project your club did. Please try to report projects in the listed questions; if not possible, additional projects may be added to the list in the appropriate Program columns. **You are encouraged to give a description of the projects/activities (no more than 2 pages) in which your club has participated.**

# of Proj	Hours	Dollars	Presidential Emphasis Area	# of Proj	Hours	Dollars	Public Relations
			Displayed GFWC # _____ road sign (s) in community				Created/Displayed Club Banner
			Worked to allow display of all non-profit organization signs, including this club				Information Booth/Exhibit: # _____ times
			Public Relations				Club Newsletters published # _____ times in 2007
			Total # of articles/submissions sent to newspapers in 2007 _____				Club Business Cards created/updated/printed # _____ distributed
			Of these # _____ were Editorials # _____ were Feature Articles # _____ were Letters to the Editor				Club Profiles created/updated/printed # _____ distributed
			Total # of submissions to:				Ordered and used GFWC PR Materials
			• TV/Radio # _____				NJSFWC ALMANAC subscriptions purchased # _____ at \$18 each
			• Periodicals # _____				GFWC CLUBWOMAN magazine subscriptions purchased # _____ at \$6 each
			• NJSFWC/Jersey Juniors Website -- Volunteers in Action Photos # _____				100% Members Subscribed? YES / NO
			• GFWC CLUBWOMAN Magazine # _____				Signed-up for NJSFWC eConnection # _____
			• NJSFWC HQ Bulletin Board # _____				Purchased NJSFWC 2007 Convention Journal Ad
			• Church Bulletins, Trade or Municipal Newsletters or Calendars # _____				Purchased Ad in other Publications # _____
			Created/Updated Club Website				Used NJSFWC-JM Logo YES / NO
			• Club website address: _____				Used NJSFWC Logo YES / NO
			• Linked to Jersey Juniors website YES / NO				Used GFWC Logo YES / NO
			• Linked to NJSFWC website YES / NO				(Describe uses on separate sheet)
			• Linked to GFWC website YES / NO				
			• Linked to Other website(s) YES / NO				
			Distributed Club Flyers, Programs, Posters, Invitations, Tickets: # _____				Published a 2007-2008 Club Yearbook

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# of Proj	Hours	Dollars	Public Relations	# of Proj	Hours	Dollars	OTHER PROJECTS:
			Established and utilized personal contact with media representatives				
			Publicized GFWC Federation Day				
			Distributed NJSFWC Profiles # _____ Distributed GFWC Profiles # _____				
			Use PR promotions (t-shirts, pens, etc.) # _____				
			Publicized NJSFWC Membership Week				
			Compiled 2007 -2008 Press Book				
			Compiled 2007-2008 Scrapbook				
			Compiled 2007-2008 History Book				
			Entered NJSFWC District/State 2007 Communications Contests: <ul style="list-style-type: none"> • Press Book YES / NO • Scrapbook YES / NO • History Book YES / NO • Newsletter YES / NO 				

Total Projects reported: _____

Total dollars: _____

Total Hours: _____

(report # of items reported not # of times)