

Top 10 List – 2011 Report Writing – FAQ's



#10 – When are reports due?

Reports are due to be postmarked on or before February 1, 2012. You are reporting on the projects of your club that occurred between January 1, 2011 and December 31, 2011.

#9 – Where do I send them? Reports are to be sent to the Dean of Reporting (**1 printed & emailed copy**):

Christine Jablonski
635 Belgrove Drive
Kearny, NJ 07032
201-246-0534
JMreports@jerseyjuniors.com

Do **not** send reports to Headquarters or Department Chairmen. Use regular mail –Overnight/Priority isn't necessary. Please do not use any sort of USPS return receipt that requires a signature and a trip to the post office to sign for your club's reports. **The Dean of Reports will confirm via email that your reports have been received.**

#8 – What about the Pink/Yellow Sheets? And the JM Contributions Sheet– what about that?

The Pink/Yellow Sheets and JM Continuing Funds form will be mailed out in February, to be returned by April 1st. The Green Sheet, which your club received in your Dues bill mailing is due (not postmarked) to Headquarters, along with the check on or before April 1, 2012.

#7 – Some of the reports look similar as last years, can I just change the dates to save typing?

No, this year the reporting format changed significantly to coordinate the JM reporting with that of the NJSFWC and GFWC. Since the reports change slightly every year please use the current year reports. Even the location of a project on the report is significant because the hours and dollars for every project done by every club are tabulated in a certain order.

#6 – Can I get the reports electronically?

Yes, reports are going green again this year and will be available electronically only for 2011. Check the Reporting tab at www.jerseyjuniors.com for all the documents. Very important note: **reports cannot be changed or altered in any way**. If there are any variations to the original report, that entire report will be ineligible for judging. Please adhere to this guideline, as questions are written to conform to the Women's Club programs and emphasis areas for the NJSFWC and GFWC.

#5 – In the past, reports were submitted with a code name rather than club name. Since this is not the current practice can we mention our club and town name in reports?

Yes, you can say: *Pequannock Township Library*, or *Mantua Day* in your reports.

#4 – How do I figure out in which department to put something?

Note that **Departments are now called Community Service Programs (CSPs)**. If you have a choice between worksheets, follow the money trail. For example, if your club does an art project to raise money for Breast Cancer Research, report the project in Home Life. Please refer to the "Where Should We Report It?" document for invaluable guidelines.

#3 – We report every year, but never win awards – why should we make the effort?

Although the awards are fun to win, they are not really the true objective of reporting. We use the information gathered on a national basis to apply for grants, as well as to provide information to lobbyists and government officials to get legislation passed. We have strength in numbers as Jersey Juniors are part of the larger Federation of the NJSFWC and GFWC. It's also a great way to reflect on all your club has accomplished.

#2 – But how do we write reports so that we win awards?

The most effective way to write your reports is to explain what your club does with a narrative – even the simplest of projects can be summarized with a sentence of explanation. This is where you get to tell us the "how" of what you did. This is especially helpful if your project was unusual or new. Descriptive details help the reader understand how and what your club accomplished.

#1 – Any hints for dealing with the stress of report writing?

Share the work among club members, get together as a group and have plenty of dessert on hand (especially chocolate).

Please address any questions to me as I'm happy to help. Good luck! We look forward to reading your reports.

Christine Jablonski, Central Assistant Director
Dean of Reporting
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JMreports@jerseyjuniors.com