

New Jersey State Federation of Women's Clubs of GFWC  
Junior Membership



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**Amy Lessman, Director of Junior Clubs**

## **General Directions for Juniorette Reports 2007**

1. Complete the heading information at the top of the Juniorette Report form.
2. Gather all the information about your club's activities from January 1, 2007 to December 31, 2007. Check club minutes, the treasurer's books, club newsletters and project reports to make sure all activities have been accounted for.
3. Decide which was your club's favorite project in each of the seven departments listed. The best way to tell everyone about your club's project is to describe it from planning stage to end product. Express the important aspects of the project like who, what, when, where, why and how. Include important numbers and dollar amounts where necessary, especially the number of members involved in the project.
4. Total up all the hours and dollars for each department and fill in the correct areas on the report form.
5. Complete the second page of the Juniorette Report Form.
6. Mail the Juniorette Report, all Department summaries, Unity Award form, Woodrow Wilson Good Government form to: **Alex Ann Borkowski, 31 Park Avenue, Pompton Plains, NJ 07444. Postmarked by February 1, 2008.**
6. Keep one copy of everything for club files.
7. If you are entering in a contest, make sure that you send the appropriate materials to the person listed by the listed deadline.
8. Relax and have fun!
9. Come to JM Convention in May 2008 to celebrate the accomplishments of all the Junior and Juniorette Clubs.

### **Some helpful information:**

How to figure the # of hours: this is the number of hours all your members worked in any given area. This includes the hours spent on the telephone, driving/traveling and planning for an activity.

It does not include the hours spent at a regular club meeting. The exception to this is if you have a program or speaker during your meeting. If this were the case you would count the time spent listening to the speaker or watching the program. For example, if you have a program that was 30 minutes and you have 10 members in attendance, then you multiply  $\frac{1}{2}$  hour by 10 members and record 5 hours.

If your club members made the “Be a Lifesaver, Get a Mammogram” cards and distributed them at the supermarket, you would figure this way. How many members worked to make the cards and how long did it take them? If you had 4 members work 2 hours each, that’s 8 hours. Then, if 3 members hand out these cards at a supermarket for an hour each, that’s another 3 hours. 8 hours plus 3 hours = 11 hours for this project.

How to figure # of dollars: this is the total amount of money raised, donated and/or value of donated items, whether donated by club members or community members.

If you had a program on breast cancer awareness and the speaker charged \$50 for the program or if the speaker charged you nothing but you gave a \$50 honorarium, the # of dollars is \$50.

If your club made the “Be a Lifesaver, Get a Mammogram” cards and it costs the club \$20 for the computer paper, \$7 for the lifesaver candies and the members drove for 4 miles to the store at \$0.14 per mile (for another \$0.56) then the total cost for the project would be \$28 (rounded to the nearest dollar), even if the members donated the computer paper or the lifesavers.

If your club did both these projects, then the dollar amount next to “breast cancer” on the Home Life report would be \$78 (\$50 for the speaker and \$28 for the lifesaver cards.)

Remember to round up all money totals to the nearest dollar.

Monetary Values: Below is a list of Monetary Values to give you a guide when estimating the value of donated goods. If an item is not listed, use the actual known value or your best estimate if the value.

Baked goods.....	\$5 per dozen cookies/brownies/1 cake/1 pie
Books (used) .....	1/3 original value
Clothing.....	1/3 value of original price
Coupons.....	face value
Eyeglasses .....	\$1 per pair
Food donations.....	\$30 per standard bag of groceries
Jewelry .....	1/3 value of original price
Magazines/records.....	\$0.50 per item
Shoes .....	\$3 per pair
Volunteer driving .....	\$0.14 per mile

Important Note about reports:

We are looking for the reports of club work, not the work of individuals. Many clubs have members who do wonderful work in the community, their schools or other activities. However, they do this because they are lovely people, not because they are doing club work. This work is not reported.

Reporting is important to the state and national federations. It is also important to your club as you keep a record of the club’s accomplishments for the year through these reports. All your efforts are appreciated and if you have any questions, please feel free to ask them!