

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



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**Amy Lessman, Director of Junior Clubs**  
[www.jerseyjuniors.com](http://www.jerseyjuniors.com)

## General Directions for JM Reports 2007

1. Complete the heading information at the top of the worksheet with your Club name and circle your club's membership category.
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, the club newsletter and project reports to make sure all activities have been accounted for.
3. Everything a club does should be reported. The question is usually where to report it. Look through all the reports first and fill-in the obvious projects. Then with the rest of the projects/events think about what the main focus was and see which Department would cover it. Every Department has space for other projects. Report everything!
4. When you report a project remember to list how many projects or times you did the project, the number of hours spent on the project and the number of dollars donated.
5. Please attempt to report a project within one of the existing questions if at all possible, using the narrative to elaborate – if not, you may list it in "Other Projects:" only. Do not cross out the projects that are listed on the reports and write in something else.
6. The best way to tell everyone about your club's activities is to describe it. This is where the narrative is very important. We are not looking for a long discourse. A few sentences expressing the important aspects of the project are sufficient – who, what, when, where, why and how. Please limit the narratives to a maximum of 2 pages single-spaced, 3 pages in the Home Life/Health report.
7. After you have filled out the report worksheets and all the descriptions have been typed, add up the numbers of projects, hours and dollars for each program area.
8. Fill out the President's Summary Report for the Department Reports. Write a summary of club activities for the President's Report.
9. Mail the President's Summary sheet, Unity Award form, Woodrow Wilson Good Government form and all Department Reports with the narratives to: **Alex Ann Borkowski, 31 Park Avenue, Pompton Plains, NJ 07444 postmarked by February 1, 2008.**
10. Keep one copy of everything for club files.
11. If you are entering in a contest, make sure that you send the appropriate materials to the person listed on the President's Summary by the listed deadline.
12. Relax!

13. Come to JM Convention to find out how well all the Jersey Juniors and Juniorettes did this past year!

### **Some helpful information:**

**How to figure the # of projects:** this is the number of projects worked on within that area. For example, if you did a car wash and the money went to breast cancer research, the number of projects would be one. However, if your club had a speaker about breast cancer, you made comfort pillows for breast cancer patients and had three members walk in a breast cancer walk, then the club did 3 projects for breast cancer.

**How to figure the # of members:** Remember to note in your narrative the number of members that participated in the project. You will need this information for the GFWC report. This figure is members of your club only, not spouses or children.

**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; they work in their house of worship, take neighbors shopping and many 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!