

# **GFWC Florida Juniors 2016 Reporting Handbook**



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# Reporting Form Instructions & Procedures

Thank you for reporting!! GFWC Florida Junior Clubs do fantastic work in our communities and make a huge impact! By reporting, you allow us to include your great work in reports that go to GFWC, which translates to grants and advocacy. We also get to recognize you for your outstanding work through the awards given at our Annual Convention. We know that careful reporting takes time and we continue to strive to simplify and improve the reporting process. Please give us your feedback!

1. To be eligible for your reports to be judged, your club must submit the GFWC Florida Remittance Form by the new deadline of 12/15/16. Please also email a copy of the form to Dionna Farmer, GFWC Florida Junior Budget Director at [dionnabunyard@hotmail.com](mailto:dionnabunyard@hotmail.com). This will allow us to more easily verify Honor Score credit for contributions.
2. Complete the highlighted boxes on the Instructions tab of the form, which will auto-fill through the rest of the form.
3. Other guidelines:
  - Do not use abbreviations or acronyms that the chairman will not understand.
  - Round minutes up to the nearest hour and monies to the nearest dollar amount.
  - Cash donations are monies or gift cards sent directly from the club whereas in-kind donations are items purchased by the club or donated by club members.
4. Please save your form (and include the name of your club in the title) and email it to these addresses: [fljuniorsreports@yahoo.com](mailto:fljuniorsreports@yahoo.com), [kellygholmes@yahoo.com](mailto:kellygholmes@yahoo.com), [candice.melton@gmail.com](mailto:candice.melton@gmail.com). The email MUST be sent by 11:59PM on 1/15/2017. If it is sent after that you can still get Honor Score credit and we can use your reports for GFWC Florida, but your reports will NOT be eligible for awards. If you have questions about the form, please contact Candice Postel, GFWC Florida Vice Director of Junior Clubs, at [candice.melton@gmail.com](mailto:candice.melton@gmail.com) or (850)728-8824. Text messages will get the quickest response. Please do NOT wait until the last minute to have technical difficulties!

## REASONS FOR DISQUALIFICATION OF REPORTS

- Late Federation Dues – Dues and Remittance Form must be sent by the new deadline of 12/15.
- All reports and Honor Score not submitted on or before January 15<sup>th</sup>
- Reduced copy or print smaller than 10 pt. minimum.
- Correct Reporting Form was not used.

If a report has been disqualified, the Director of Junior Clubs will contact you by phone and in writing.

## DOUBLE REPORTING

There are very few areas in which a club can report a project in more than one area. These exceptions are:

- Fundraising
- Communications
- Interactions with Woman's Clubs, Junioresettes, or other Junior Clubs (section to report interactions is on the Membership tab)

These areas are marked within the reporting spreadsheet.

# **GFWC Florida Junior Reporting & Awards Due Dates**

**December 1** -- GFWC Florida LEADS Application

**December 15**

-- Club Remittance Form and Dues sent to GFWC Florida Headquarters in Lakeland AND a copy of the form emailed to GFWC Florida Junior Budget Director Dionna Farmer at [dionnabunyard@hotmail.com](mailto:dionnabunyard@hotmail.com), to ensure easier verification for Honor Score credit. *Please note your reports will be ineligible for judging if dues are not received on time.*

**January 8 (optional)** -- Reports to Junior District Directors for assistance and review

**January 15**

**Honor Score, Yearbooks, Newsletters and all GFWC Florida reports sent via e-mail by 11:59PM.** Club

Yearbooks can be mailed or emailed. If mailed, they must be postmarked by January 15<sup>th</sup>. All reports will be sent via one e-mail. *Please note your reports will be ineligible for judging if not received on time.*

-- Names and addresses of current officers sent to GFWC Florida Junior Corresponding Secretary Sandra Roth at [rothfamily94@aol.com](mailto:rothfamily94@aol.com).

**February 1 All nomination forms are posted on the GFWC Florida website.**

- Juniors' Special Project (One Voice for Children) Grant Application
- Nancy Crawford Leadership Award
- Charlotte Meeds Smith Award
- Gail Hill-Smith Marketing Award
- Teddy Hulse Junior to Junior Interaction Award
- Joyce Johnston Junior to Juniorette Interaction Award
- Judy Lutz Federation Interaction Award
- Jennie June Croly Education Scholarship Application
- Mary Ann Taylor Child Advocacy Award
- Youth Leadership Awards
- GFWC Florida Website, Newsletter, Yearbook, and Writing Contests

**March 1** -- GFWC Florida Scholarship Application

**March 15** -- GFWC Media Campaign Contest

**April 15** -- GFWC Florida Photography Contest

**Fall Board** -- GFWC Florida Scrapbook Contest

# GFWC Florida Junior Awards

Clubs compete for awards on the state level in Community Service Program Areas (CSPs), and GFWC Focus Areas. Clubs are divided into categories based on the number of members in the club and the number of clubs which report. These categories may fluctuate from year to year and will be determined by the Junior Executive Committee.

## Junior Awards Distribution at Convention

Six Community Service Programs	up to 4 awards in each category
Membership	up to 4 awards in each category
Leadership	up to 4 awards in each category
Fundraising	up to 4 awards in each category
Communications & Public Relations	up to 4 awards in each category
Junior Editor	up to 4 awards in Yearbook up to 4 awards in Newsletter
Juniors' Special Program	up to 4 awards in each category

## Mary Clark Point System

The Mary Clark Award was named after Mrs. Joseph (Mary) Clark, GFWC Florida Director of Junior Clubs. In recognition of the Florida Juniors' outstanding community service, Mr. Arthur Yates of Yates Jewelers in Tampa, donated a silver tea service to Florida Juniors in Mary Clark's name. This tea service is a revolving award and awarded to the most outstanding Junior Club in the state with a winner chosen each year. The first club to win the Mary Clark Award was the Ocala Junior Woman's Club.

### Six CSPs, Membership, and Leadership (up to 4 awards each category)

1st Place.....10 points	3rd Place.....6 points
2nd Place..... 8 points	4th Place.....4 points

### Juniors' Special Project: One Voice for Children (up to 4 awards each category)

1st Place.....16 points	3rd Place.....12 points
2nd Place.....14 points	4th Place.....10 points

### Fundraising and Communications and Public Relations (up to 4 awards each category)

1st Place.....8 points	3rd Place.....4 points
2nd Place.....6 points	4th Place.....2 points

### Junior Editor Yearbook and Junior Editor Newsletter (up to 4 awards each category)

1st.....5 points	3rd Place.....3 points
2nd.....4 points	4th Place.....2 points

### Honor Score:

1-100 points	5 points	101-125 points	10 points
126-150 points	15 points	151+ points	20 points

*Other areas: these areas will be verified and should be included in the specified report*

### Junior Special Projects:

- Participated in a Project for Director of Junior Clubs' Signature Project... 3 points
- Participated in a Project specifically advocating for children during Advocates for Children Week... 3 points

### Membership Increase:

no % decrease - 1 point	1-10% increase - 3 points
11-20% increase - 5 points	21% + increase - 10 points

### Leadership:

- Submitted a LEADS nomination... 3 points

### Communications and Public Relations:

- Maintain and Update a website that is linked in both directions to GFWC and GFWC Florida... 3 points

### Representation:

- Representation other than JEC or JPC members at Southern Region Conference, Jacksonville, FL... 3 points

**Total Points Possible: 167**

**Tiebreaker: Total Honor Score Points**

# Where Do I Report Projects?

**Here is a list of just a few projects and which CSP/Focus Area they should be reported.**

When deciding where to report a project, the first step should be to determine the intent of the project. If you painted a mural on the wall of a pediatric ward in the hospital, did you do it to decorate the wall or to cheer up the patients? If you wanted to decorate the wall, the project would be reported in the Arts CSP. If you wanted to cheer up the patients, you would report this in Home Life CSP. The following list is for guidance on where to report frequently done projects. This is only a guide, as only you know why the project was done. Your narrative will help the chair determine if it is reported in the correct CSP.

ACTrees – Conservation  
Adopt an Animal – Conservation  
Adopt a Family – Home Life  
Adopt a Garden – Conservation  
Adopt a Highway - Conservation  
Alzheimer’s Association—Home Life  
American Cancer Society—Home Life  
American Heart Association—Home Life  
American Library Association—Education  
American Mural Project – Art  
American Recycling Day Nov 15 – Conservation  
Anti-Bullying – Home Life or OVFC  
Art/Music Scholarships or Awards – Art  
Art/Craft Classes or Workshops – Art  
Autism – Home Life  
Big Sisters/Big Brothers – Education, Home Life or OVFC  
Book Donations - Education  
Box Tops for Education—Education  
Breast Cancer Awareness/Prevention -- Home Life  
Bullying and Children—OVFC  
Butterfly Gardens—Conservation  
GFWC Florida President’s Project: Hacienda Girls Ranch—Public Issues  
Children’s Book Council—Education  
Climate Change Awareness & Projects – Conservation  
Clothing Drives – Home Life  
Clowns without Borders – International Outreach  
Club Socials—Membership  
Club Strategic Planning—Leadership  
Comfort Pillows—Home Life  
Community Gardens - Conservation  
Coupons for Soldiers—Public Issues

Dance & Music Classes - Art  
Doctors w/out Borders—International Outreach  
Dress for Success – Home Life  
Drug Free America—OVFC  
Earth Day Network—Conservation  
Easter Seals—Home Life  
Emergency Medical Services for Children—OVFC  
Energy and Environmental Projects/Programs – Conservation  
ESO – Education  
Exchange Students/AFS – International Outreach  
FEMA—Public Issues  
Financial Planning – Home Life  
Flu Shot Clinics – Home Life  
Food Bank – Home Life  
Friends of the Everglades - Conservation  
GFWC ESO—Education  
GFWC Florida Director of Junior Club Project: Guardian Ad Litem – OVFC  
GFWC LEADS—Leadership  
GFWC Signature Project: Domestic Violence and Awareness and Protection – Public Issues  
Guardian Ad Litem—OVFC  
Habitat for Humanity—Home Life  
Hacienda—Public Issues  
Health Programs – Home Life  
Heart Truth – Home Life  
Heifer Project—International Outreach  
HOBY – Education  
Humane Society—Conservation  
INMED Partnerships for Children –OVFC  
Identity Theft Resource Center—Home Life  
Inkjet Cartridge Recycling - Conservation  
Inside Knowledge – Home Life  
Internet Safety and Cyberbullying—OVFC  
Keep America Beautiful—Conservation  
Kettering Foundation – Public Issues  
Kind News Subscriptions – Conservation  
Literacy Programs - Education  
March of Dimes—OVFC  
Mentoring USA—Education  
Nat'l Cancer Institute—Home Life  
Nat'l Foster Parent Association— OVFC  
Nat'l Heart Lung Blood Institute—Home Life  
Nat'l Highway Traffic Safety Admin.—Public Issues  
Nat'l Osteoporosis Foundation – Home Life  
Nat'l Safety Council—Public Issues

Nat'l Wildlife Federation—Conservation  
Nike Reuse-a-Shoe Program—Conservation  
Operation Smile—International Outreach  
Organ Donor Programs—Home Life  
Patriotic Activities, Flag Etiquette—Public Issues  
Physical Fitness – Home Life  
Plan USA—International Outreach  
Project Vote Smart— Public Issues  
Read Across America—Education  
Reading Rockets—Education  
Red Cross – Home Life  
Safe Kids USA—Public Issues  
Save Our Streams—Conservation  
Sew Much Comfort—Public Issues  
Skin Cancer Foundation—OVFC  
Special Olympics—OVFC  
Stop Medicine Abuse—OVFC  
Take Stock in Children—Education  
Teacher Appreciation—Education  
United Nations Foundations shot @life—International Outreach  
UNICEF—International Outreach  
USO – Public Issues  
Very Special Arts—Arts  
WHALE – OVFC  
Women in Military Service for America—Public Issues  
Women's Inst. For a Secure Retirement—Home Life  
Women for Women International—Int. Outreach  
Yard of the Month—Conservation

If you are unsure on where a project should go, please feel free to contact the Vice Director of Junior Clubs, CSP Chairmen or your JDD.

# Frequently Asked Questions

## **1. What is the difference between dollars donated and in-kind donations?**

Dollars donated are **monies or gift cards** sent directly from the club whereas in-kind donations are **items** purchased by the club or donated by club members.

## **2. For Fundraising Dollars Raised, is this the total amount raised before or after expenses?**

Please report in the column Dollars Raised, the amount raised after expenses which is the amount available for your club to use or donate on projects/events. You can include in the narrative information about total amount raised and the expenses.

## **3. Where can I double report?**

Items listed on Fundraising and Communications can also be reported on another tab. Also, on the Membership tab there is an area to report interactions with Woman's Clubs, Juniorettes and other Junior clubs. All of these events can be reported on another tab so we are not collecting the number of members, hours or dollars spent since this information is reported elsewhere.

## **4. Can I report the same project under two Community Service Programs (CSPs) such as Art and Home Life if we paint a mural at a hospital?**

No, the same project cannot be reported under multiple CSPs. In this example, you could report the project under Art or Home Life but not both.

## **5. Do I have to write a narrative?**

No, a narrative is not required on every project. A narrative is needed if someone cannot tell from the title what was done or if an explanation is needed to explain the amount of hours. Remember, the people reading your report are not in your club and this information also goes to GFWC so some people reading the reports are not even in our state. Some projects won't need any explanation and most projects can be explained in 2-4 sentences but you may have a few huge projects that involve your whole club and take months so these may take 2-3 paragraphs to explain. You should only have a few of these projects. Examples are Sebastian River's Science Camp, Plant City's Shoe Project, New Tampa's annual fundraiser Night of 5000, St. Pete's Pumpkin Palooza, Midtown's Crawl 4 a Cause, Lakeland's Eco Festival, etc. These are large scale projects that take months of prep work and all the members input. Even though most of these are annual projects, thorough explanations are needed because chairman change every 2 years as well as people at the GFWC level. They may have never heard of your project.



Examples:

Title of Project: Pop tabs collected at meetings and 10 pounds donated to Ronald McDonald House  
This project does not need an additional narrative as the title has what (pop tab collection), who (our members), when (monthly meetings), who benefited (Ronald McDonald House), how much (10 pounds).

Title of Project: Miles for Moffitt

This project needs a short narrative. If you are from the Tampa area you may know of the Moffitt Cancer Center but people in other areas of the state would not know and people at the national level would not know. Also, what did your club do? Did you pass out water, did you participate as a team, did you fundraise, did you work a registration table? The majority of your projects will probably fall into this category, needing a short narrative.

Sample Narrative: 15 of our members volunteered at the Moffitt Cancer Center's Miles for Moffitt by handing out water to the runners. We also raised \$500 by selling luminaries to our friends and family before the event to be displayed at the event. 3 of our members ran in the race.