



NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC

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October 2024

Dear Club Presidents and Club Members,

Enclosed are the New, updated Report Sheet Forms for the year ending December 31, 2024. As in the past, they must be mailed to the Chairman whose name is listed on each form, postmarked by February 1, 2025.

- ❖ Writing year end reports, including project descriptions, is the best way to document your club history! When you submit your reports to NJSFWC, you assure that your club and its activities will be a part of our Federation's rich 130-year history.
- ❖ Without each and every club, there is no federation. Write proudly about the projects and programs done by your club to benefit your community.

Please share these forms with your Chairmen. No club president should ever have to write the club reports by themselves. The report sheets are on our website and are in a **pdf fillable format**. This will enable those who prefer, to type directly onto the forms before printing and mailing them to the appropriate chairmen.

- ❖ **Your Project Descriptions are extremely important** to our NJSFWC Chairmen. The Chairmen write their reports using information contained in YOUR descriptions. In addition, your Club Creativity Award entry may be selected from the project description submitted, and winning entries selected by GFWC may receive a certificate and monetary award.
- ❖ Due to GFWC category changes, many projects are now reported in different Community Service program areas. So, it is important to check the; Where Should We Report It? pages to find out where your clubs project should be reported.
With this new format:
- ❖ You may add a detailed description of as many projects as you would like to highlight on two additional pages (total of two pages maximum per report). Each project you wish to highlight should have its own separate title and explanation paragraph.

We are continuing the Carol J. Sas Award, and those who score the highest in each membership category will receive certificates.

Many of you will remember Carol as the pleasant voice at the end of the phone always eager to answer questions from federation members. This award encompasses many facets of federation activities; meeting deadlines, contributions, projects and more.

Report Writing is important for documenting the history of your club while providing the NJSFWC with important information about your projects. Make sure your activities are included in the totals.

We hope you enjoy this new, updated report sheet format!

In Federation Friendship,

Barbara McCloskey
NJSFWC President
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