

GFWC Woman's Club *of* New Tampa, Inc.



**Understanding Community Service Projects Committees,
Advance Placement Areas, and Featured Projects**

We are stronger together...

- **As one of the world's largest and oldest non-partisan, non-denominational, women's volunteer service organizations, GFWC's size and stature provide operating structure and clout for its charter clubs.**
- **Due to of our vast numbers we are influential on the state, national, and international stages. We own a house in DC from where we lobby our government officials and have a seat at the UN.**
- **GFWC's 5013c status is a crucial resource in helping support programs with national, regional and local impact and developing robust fundraising efforts.**
- **With those benefits, comes responsibility and accountability– including reporting our activities to GFWC.**

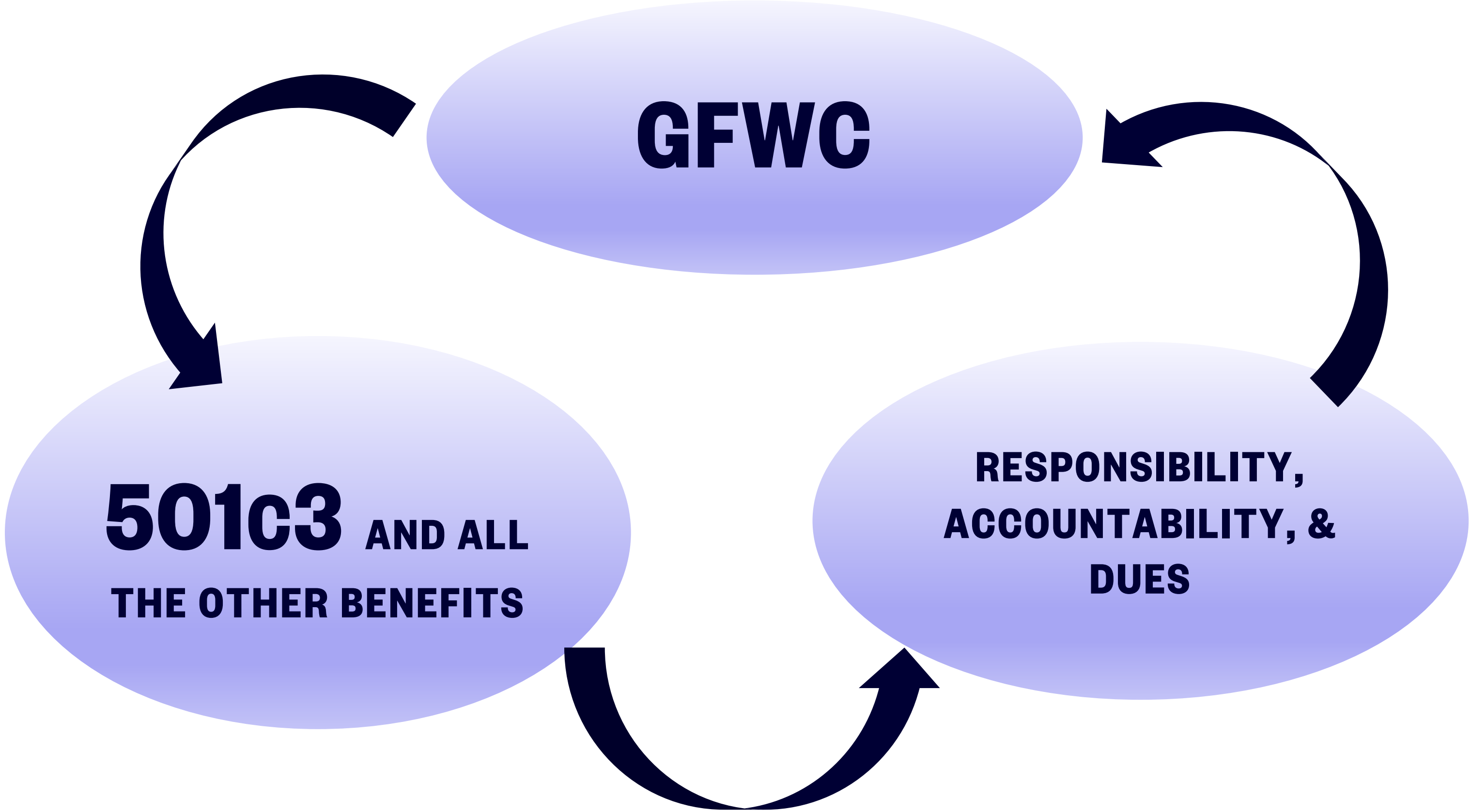
***GFWC does not make donations to political campaigns and only supports religious establishment programs that benefit the general public.**

We are stronger together...

Why do we belong to GFWC?

- **501c3**
- **Structure**
- **Educational Tools**
- **Representation on the state, nation, and international stage**

We are stronger together...



To be recognized as a member of GFWC and maintain our 501c3 status, it is mandatory for us to annually report on our club's volunteer activities and fundraising efforts.

We are Stronger Together :

Operating the Organization by Committees

- Most GFWC Chapters use this format.
 - The committees will design and chair programs and events for our club.
 - This includes *existing annual programs* that you may already chair.
 - All members can and should continue to volunteer for events even if you are not on the committee.
 - The Leadership Team in addition to supporting the events will act as advisors, maintain the Calendar of Event, and Social Media throughout the process.
-

Community Service Projects (CSPs)

as defined by GFWC Florida

- **Arts & Culture**
- **Civic Engagement and Outreach**
- **Education and Libraries**
- **Environmental**
- **Health and Wellness**
- **Human Trafficking Awareness**

Reporting : Volunteer Hours/ Dollars Donated/ In-Kind Donations

Top five narratives per category

Featured Projects for 2024* selected by the GFWC Florida President and GFWC Jr President

- **Presidents Project – 2023/2024 Camp Boggy Creek**
- **Signature Program – 2023/2024 Domestic and Sexual Violence Awareness**
- **GFWC Junior Special Program: Advocate for Children**

* These could change with the new GFWC Florida administration at the Convention in April.

Reporting : Volunteer Hours/ Dollars Donated/ In-Kind Donations
Top five narratives per category

Any GFWC Volunteer or Educational Activity including:

- Monetary Donations
- Collections
- Volunteerism at an event
- Walks for Causes
- Guest Speakers
- Hands on Activities (HOA)
- In-Kind Donations
- Scholarships
- Educational Event
- Conference and lectures
- Baskets for raffles
- Other

What are included in CSPs & Featured Projects?

Advance Placement Areas as defined by GFWC Florida

- Communications and Public Relations
- Fundraising and Development
- Epsilon Sigma Omicron (ESO)
- Leadership
- Legislation and Public Policy
- Membership
- Woman's History and Resource Center

Reporting Volunteer Hours /Dollars Spent/ # of Books ESO

Top five narratives per category



Here is the fun part!

What do you want to do?

- Because of our amazing fundraising efforts in 2023/2024 we have set aside funds for **new opportunities for 2024/2025.**
- **Do you have a “passion” project that you would like to see added? Now is the time to make it happen.**
- **That’s right! You get to decide!**

How will this
work?

Next Step

- Review the material in the **Members Only Section** on GFWC WCNT Committees. This will help you determine which categories suite your interests.
- Once you've review this complete the **Willingness to Service Form**. This form needs to be back to us in time for the **March 20th General Meeting**.

Step #1 Willingness to Serve



GFWC Woman's Club of New Tampa
WILLINGNESS TO SERVE ON THE LEADERSHIP TEAM 2024-25

Members Name _____

I will be happy to serve as a Board member for the upcoming administration. Currently, I am thinking my best fit would be:

President shall have the following duties:

1. Shall preside at all meetings of the Club, shall appoint all chairmen and the Parliamentary Advisor, if possible.
2. She shall be a member of the Leadership Team and ex-officio member of all committees, except the nominating committee.
3. Act as Chairman of the Leadership Team.
4. Serve on the Finance Committee and help prepare the club budgets. Sign checks if necessary.
5. Exercise general supervision over all affairs and activities of the Club.
6. Prepare agendas for general and board meetings.
7. Coordinate with the Treasurer to ensure payments are made timely.
8. In a Co-President situation, the acting presidents must mutually agree and submit in writing to the Leadership Team what duties each will be responsible for throughout the full term.

Vice President of Membership shall have the following duties:

1. Maintain records of dues paying members and update new member contact information to the club directory when appropriate.
2. Assist in the retention and recruitment of members.
3. Create and distribute the Orientation Packet with information that provides baseline knowledge of what GFWC does and how our club plays a part in the overall GFWC organization.
4. Work with the Vice President of Programs & Projects to coordinate monthly general meetings and/or projects.
5. Works with the Advancement Area TEAM of Membership to coordinate the club's membership retention and recruitment efforts.
6. Assist Vice President of Programs & Projects in the compilation of the club reports by completing the GFWC Florida Programs and GFWC

Vice President of Programs shall have the following duties:

1. Construct club calendar of programs and projects with the Leadership Team approval.
2. Submit Volunteer Event Opportunities to the newsletter editor for each monthly newsletter.
3. With the VP of Club Communications, coordinate the Evites to meetings/club events and projects.
4. Assist in collecting club reports within two weeks of an event and submit to the Reporting Chairman as they are collected.
5. Work with the Advancement TEAM of Programs & Projects to coordinate the Club's community service projects as outlined by the Club members, GFWC Florida and GFWC the club's membership retention and recruitment efforts.
6. Responsible for the completion, with assistance from Advancement Area TEAM leaders and Executive Officers, the Club's End of Year Statistical Forms in Membership to be presented to GFWC Florida by deadline(s).



GFWC Woman's Club of New Tampa
WILLINGNESS TO SERVE ON THE BOARD 2024-25

GFWC Woman's Club of New Tampa WILLINGNESS TO SERVE ON THE BOARD 2024-25

Vice President of Communications shall have the following duties:

1. Record the minutes of all Business Meetings, Leadership Team Meetings, and any Special Meetings.
2. Prepare for the President, a copy of the meeting minutes within ten days after said meeting.
3. Take attendance at each Club meeting and submit attendance sheets to reporting chairman each year by November 1.
4. Send the meeting recap within one week of general meeting to ensure those not in attendance have the ability to sign up for projects and are kept current on projects.
5. Work with the Advancement Area TEAM of Communications & Community Relations to ensure the completion of monthly newsletter, press releases, club photography, encourage routine articles in GFWC/GFWC Florida newsletters, insure updates are made to club Facebook and website in timely manner.
6. Submit the contact information of the incoming officers of the club by May 1 of each year to the GFWC Florida Corresponding Secretary and GFWC Florida Headquarters Secretary.
7. Assist Vice President of Programs & Projects in the compilation of the club reports in Community Relations.

Treasurer shall have the following duties:

1. Pay bills by check or electronic means.
2. Submit a summary of monthly club expenditures and income, and banking balance on hand to be included in monthly newsletter.
3. Maintain a spreadsheet of expenses and income by categories that match annual reporting requirements.
4. Make timely payment to all club expenses including annual insurance, postal box fee, and website fees.
5. Submit Treasurer's records for auditing by July 31st of each year to the Audit Committee, and a report will be submitted to the membership at the next general meeting.
6. Coordinate with the President to insure payment of D & O Liability insurance policy is kept up to date, insure through SunBiz.com (if applicable) that our Corporate filing is paid prior to April 1 of each year, file previous year's 990-N (e-Postcard) submitted by September 1 of each year, and file any other legal documents necessary to maintain 501(c)3 status.
7. Confirm payment of GFWC and GFWC Florida dues per date included in the GFWC Florida Bylaws.
8. Collect all monies of the Club, keeping an accurate record thereof.
9. Work with the Advancement Area TEAM of Ways & Means to have successful fundraising event(s) for club administrative funds and projects/programs.
10. Assist Vice President of Programs & Projects in the compilation of the club reports by providing among other items, the club/member contributions, in-kind and club costs for projects and/or programs

Leadership Team Willingness to Serve



GFWC Woman's Club of New Tampa, Inc.

Name: _____

As a member of GFWC Woman's Club of Tampa, Inc. I understand that volunteerism, education, and fundraising are at the core of our organization. Therefore, I plan to assist on the following planning committee(s) and would be willing to chair committee(s) as indicated (please check all that apply):

Community Service Programs (CSPs)

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Civic Engagement and Outreach | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Education and Libraries | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Health and Wellness | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Human Trafficking Awareness | <input type="checkbox"/> Chair |

Featured Projects (2024)

- | | |
|--|--------------------------------|
| <input type="checkbox"/> President's Project - Camp Boggy Creek | <input type="checkbox"/> Chair |
| <input type="checkbox"/> GFWC Signature Program: Domestic and Sexual Violence Awareness and Prevention | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Jrs. Special Program -Advocates for Children | <input type="checkbox"/> Chair |

Advancement Placement Areas

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Communication & PR | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Fundraising & Development (requires everyone's support) | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Epsilon Sigma Omicron (ESO) | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Legislation & Public Policy | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Chair |
| <input type="checkbox"/> Women's History & Resource Center | <input type="checkbox"/> Chair |

Sample Willingness to Serve CSPs Featured Projects, and Advance Placement Areas

- Where to find the "Willingness to Serve" forms:
 - In the packet on the table
 - Attached to the March Newsletter
 - Located in the Members Only section of our Website.
- You have the option to select either "I will chair the committee" or "be a member of the committee". You should join all committees that have activities you wish to plan. Everyone is still able to volunteer at the event.
- "Willingness to Serve" Forms for both a position on the Leadership Team and the Committees need to be submitted either in person or by email no later than our General Meeting on March 20th.

The CSP Planning Team Meeting

On Wednesday June 19th

Folder of tools by CSP to start the project:

- * GFWC WCNT Theme of the Month Calendar
- * GFWC Florida CSP Information Sheet
- * Outline Planning Sheet - including a list of annual events by CSP

Step #2 - The CSP Planning Team Meeting

CSP Tool Kit:

- GFWC WCNT Willingness to Serve
- GFWC Theme of the Month Calendar
- GFWC Florida CSP Information Sheet
- GFWC WCNT Budget Planning Sheet -Ideas Outline Sheet
- GFWC WCNT Project Planning Sheet
- GFWC WCNT Check Request Form
- GFWC WCNT Event Reporting Form

CSP Tool Kit

GFWC WCNT Themes of the Month Calendar

- **AUGUST - WELCOME BACK TEA/Budget Review - No Speaker** - Tea can be reported in Arts & Culture or Membership. Budget review under Leadership. Potential Speaker District 8 Director.
- **SEPTEMBER - OUR COMMUNITY - Speaker Needed** - Either in Civic Engagement and Outreach or Education and Libraries. This can be tied into our National Day of Service at the end of the month.
- **OCTOBER - PINK/PURPLE MONTH- Speaker Needed** - Health and Wellness - Cancer Awareness Month / Domestic and Sexual Violence Awareness and Prevention. We should consider alternating years if possible.
- **NOVEMBER - FRIENDSGIVING (Cookie Exchange)- Arts & Culture - Speaker Needed** - Speaker for Arts & Culture. The Cookie Exchange/Friendsgiving and I Love to Write Events can be reported in Arts and Culture.
- **DECEMBER - HOLIDAY PARTY-** No General Meeting.
- **JANUARY - NEW US - Speaker Optional-** Volunteer of the Year/ Arts & Craft Contest/ Mid-Year Review/Human Trafficking Awareness Month.
- **FEBRUARY - RED MONTH ALL ABOUT CARING** - Speaker for Health and Wellness (Heart Health)/Advocates for Children.
- **MARCH - GREEN FOR THE ENVIRONMENT MONTH** - Speaker for Environmental Issues.
- **APRIL - GFWC WCNT ELECTION** - As of 2024/2025 Calendar CSP Planning Meeting.
- **MAY - END OF YEAR LUNCHEON** - Speaker D8 Director
- **JUNE - PLANNING MEETING 2025/2026**



2022-2024 COMMUNITY SERVICE PROGRAM ARTS and CULTURE

Pam Ament, Chairman E: ament.pam5@gmail.com



The study of art and culture enriches the human experience. Art education improves problem solving and critical thinking skills, builds focus and perseverance, and nurtures creativity, confidence, and collaboration. Cultural awareness promotes effective communication and profoundly increases the ability to appreciate and enjoy a variety of new people and experiences.

COMMUNITY CONNECTION INITIATIVE: CREATING A PATH TO COMMUNITY GEM



Community Connection Initiatives are designed to answer the need to build awareness and recognition of who GFWC volunteers are, what the organization accomplishes, and making GFWC recognizable in local communities. This branding effort assists in giving GFWC a more human side, which will help to build your recognition and grow your membership.

Arts and Culture Community Connection Initiative ask you to examine the historic/landmark gems of your community. GFWC encourages clubs to take an active role in creating and enhancing their community by partnering with the local City Hall and Chamber of Commerce to create a digital or printed brochure indicating where visitors and families may go to experience the Art and Culture of their community.

Highlight trails for walking, jogging, and bikes; concerts; historical buildings and architecture; companies that founded their area; stores that sell local artist wares; Farmer's Market days and location; dog parks; library; City Hall; clubhouses; theatres and movie houses...let your ideas flow and don't forget to brand your brochure with your club's name, location, email address, and meeting dates.

Let your brochure show that your town does indeed welcome both residents and visitors to *Dream Big, Sparkle More, and Shine Bright.*

AFFILIATE ORGANIZATIONS

(Confirmed as of date of printing)

Depending on club intent, projects/programs from these GFWC Affiliate Organizations could be reported here as well:



RESOURCE ORGANIZATIONS

(Located in the Resources Area of the Club Manual.)

"If art is to nourish the roots of our culture, society must set the artist free to follow his vision wherever it takes him." – John F. Kennedy

- Sponsor an author visit to your local library.
- Use an artistic event to raise funds to sponsor local community art and cultural programs.
- Sponsor an Artist in Residence program for local seniors to attend. Donate the supplies needed and provide transportation to and from the classes.
- Work with your City to sponsor and promote an outdoor Classic Film Festival showing movies with themes such as Musicals, Foreign Language, and Academy Award Winners.
- Have a neighborhood or City music event such as a Battle of the Bands for teens or an outdoor Concert Series featuring area bands
- Create a Yard of the Month project partnering with the water authority or City. Have members decide which yard in their community deserves recognition with signage.
- Paint rocks with inspirational words and place them all over the city in places where they can be found. A good word for a stranger goes a long way.
- Make jewelry and cards for distribution to the homes of teen mothers or wives of soldiers serving overseas. Give them out on Mother's Day.
- "Hire" student jazz combos, string quartets, or even the whole band to perform at club events.
- Use an artistic event to raise funds to sponsor local community art and cultural programs.
- Feature art or art forms that are indicative of another culture at monthly club meetings—origami, Faberge Eggs, Ukrainian Easter Eggs, Russian icons, and others.
- Decorate a city park or municipal plaza for holidays and/or the seasons.
- Sponsor ads in local theatre or school theatre playbills.
- Host a craft time at the library to make simple crafts with children. Coordinate with the library story time and match the book theme or make a seasonal or holiday themed craft.
- Develop an art scavenger hunt at a local or online museum for your members or students. Select items for participants to find and snap photos (if allowed) or document the location in a notebook. Discuss the art pieces after the hunt.
- Use member art or children's art for club cookbook covers, greeting cards, program covers, etc.
- And many more provided in Club Manual.

(This list is a brief offering of project ideas. Please visit Club Manual for other grassroots projects and/or programs as well as those with Affiliate Organizations or Resources.)

Sample GFWC Florida CSP - Arts and Culture

- Description of CSP
- Community Service Initiative
- Sample Projects
- Additional information on *GFWC Florida Website* and in our *Members Only Section of our website*



GFWC WCNT Outline - Art & Culture

Annual Projects & Programs:

1. **AUGUST:** Welcome Back Tea – add a cultural and/or artistic element- - Budget \$100 -Chair_____
2. **NOVEMBER:** Friendsgiving Cookie Exchange and Love to Write Day – Budget \$25 --Chair_____
3. **JANUARY:** Arts & Craft Competition-Budget for D8 event \$100 Chair_____
4. **SPRING:** Volunteering as ushers at the Penguin Project- Budget \$100 donation – Chair_____

Awareness Month or Day & Topic:

1. November 15th – Love to Write Day
2. December 21st – National Short Story Day
3. March 21st - World Poetry Day

Speaker Month **NOVEMBER**

Potential Speakers if you have contact information, please include it:

1. Nora Paine – Penguin Project & New Tampa Players – Increase Donation to \$200 if Ms. Paine is our speaker.
2. Speaker from Hillsborough County Arts Council

Event Recommendations (Previously made by members – include in new ideas if you are planning to implement in 2024/2025)

1. Flower Arranging
2. Potluck Dinner
3. Volunteering to do a craft or face painting at a community festival.
4. Attend a theater event as a group.
5. Karaoke
6. Ghost of Tampa Bay Theatre Tour

Event Ideas:

1. Idea: _____ Chair(s) _____
Date (Month) _____ GFWC Budget _____ Theme/ Awareness _____

Project Type (all that apply):

- | | | | |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Monetary (GFWC) | <input type="checkbox"/> Monetary (Member) | <input type="checkbox"/> Guest Speaker | <input type="checkbox"/> Collection |
| <input type="checkbox"/> Hands on Activity (HOA) | <input type="checkbox"/> In-kind Donation (GFWC) | <input type="checkbox"/> In-Kind Donation (Member) | <input type="checkbox"/> Baskets |
| <input type="checkbox"/> Walks for Causes | <input type="checkbox"/> Volunteerism | <input type="checkbox"/> Scholarship | |
| <input type="checkbox"/> Awareness Post and/or Blog | <input type="checkbox"/> Attending a conference or speaker_____ | | |
| <input type="checkbox"/> Other | | | |

Additional Description:

Add to Calendar of Events: Date _____ Time _____ Location _____

3. Idea: _____ Chair(s) _____
Date (Month) _____ GFWC Budget _____ Theme/ Awareness _____

Project Type (all that apply):

- | | | | |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Monetary (GFWC) | <input type="checkbox"/> Monetary (Member) | <input type="checkbox"/> Guest Speaker | <input type="checkbox"/> Collection |
| <input type="checkbox"/> Hands on Activity (HOA) | <input type="checkbox"/> In-kind Donation (GFWC) | <input type="checkbox"/> In-Kind Donation (Member) | <input type="checkbox"/> Baskets |
| <input type="checkbox"/> Walks for Causes | <input type="checkbox"/> Volunteerism | <input type="checkbox"/> Scholarship | |
| <input type="checkbox"/> Awareness Post and/or Blog | <input type="checkbox"/> Attending a conference or speaker_____ | | |
| <input type="checkbox"/> Other | | | |

Additional Description:

Add to Calendar of Events: Date _____ Time _____ Location _____

Outline Sheet must be submitted no later than **June 30th** for budget purposes to WomansClubNewTampa@gmail.com. In title write: **GFWC WCNT Outline Arts & Culture**.

Submitted by: _____ Date _____

Leadership Team Review:

Budget Recorded - Treasurer _____ Date _____
Event Recorded on Calendar of Events VP - Program _____ Date _____

Let's Brainstorm!

Budget Planning Sheet - Outline Project Sheet

- We will have a planning meeting on June 19th
- List of Annual Projects
- Awareness Months and Dates
- Month we need a guest speaker
- Suggested / Past Guest Speakers
- Event Recommendations
- A place to write new event Ideas
- Writable PDF in Members Only Section of Website
- Sign and Date by June 30th.

Project Planning

- Start working on your Project Planning Sheets at least 3 1/2 months prior to the event
- Our GFWC WCNT Calendar of Events is published 3 months in advance. Make sure you communicate with the LT by email your events information including date, times, locations and a brief description.
- Start allocating of responsibilities

Step #3 – Designing the Individual Projects



GFWC -WCNT Project Planning Sheet

Please email this form to WomansClubNewTampa@gmail.com attention VP of Programming a minimum of 3 month in advance to be included in our Calendar of Events.

Category _____ Budget _____

Title _____

Description _____

Chair(s) _____

Planning Team _____

Date _____ Start Time _____ End Time _____

Location _____

Outside Contact Information _____

Do you require a ~~SignUpGenius?~~ _____

Submission to SUG/COE four months prior on or before the 15th of the month _____

Social Media Post – Before _____ After _____ Please submit photos, logos, and any information you want included [emailing WomansClubNewTampa@gmail.com](mailto:WomansClubNewTampa@gmail.com).

Number of volunteers needed _____

Prep Work - Volunteerism prior to event _____

Volunteerism @ event _____

Post work including photographs for social media _____

*Please submit photos to WomansClubNewTampa@gmail.com attention VP of Communications.

Organization Name for Donation Check? _____

Amount _____ Date _____ Check # _____ Treasurer _____

Shopping List or Supplies (please include quantity of each) – you can attach a sheet.

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

In Kind Donations _____

Notes: _____

GFWC -WCNT Project Planning Sheet

- Easy to complete helps you get organized
- Simplifies allocating tasks
- Provides information to the Leadership Team to create:
 - Calendar of Events – Our COE is three months in advantage we need it the 15th of the 4th month prior to the event
 - The SignUpGenius
 - Promoting the event at meetings based on your requirements
 - Issue Check for speakers
- It a living history for the next group that takes on this event.

Reporting 101

- Check Request Form
- Expense Report
- Social Media
- Reporting Form

Step #4 – Reporting 101



GFWC -WCNT Check Request Form

Please submit this sheet to the Treasurer with original receipts within one month of the completion of the event.

Event / Purpose _____
Donated to _____ Event Date _____
CSP / Fundraiser (If applicable) _____
Check Request by (Print) _____ Date _____
Check Request by
(Signature) _____ Date _____
Amount Included on Reporting Form _____

Reimbursement:

| | | |
|-------------------------------|------------------------|--------------|
| Vendor/ Item(s) _____ / _____ | Invoice Attached _____ | Amount _____ |
| Vendor/ Item(s) _____ / _____ | Invoice Attached _____ | Amount _____ |
| Vendor/ Item(s) _____ / _____ | Invoice Attached _____ | Amount _____ |
| Vendor/ Item(s) _____ / _____ | Invoice Attached _____ | Amount _____ |
| Total: | | Total _____ |

Check payable to _____

If check needs to be mailed to a third party. Please provide the address to send the check to and any additional paperwork required:

Address _____
Address _____
City _____ State _____ Zip Code _____

To Be Completed by Leadership Team:

APPROVAL SIGNATURES:

Treasurer: _____ Date _____
President (or 1st VP) _____ Date _____

POST TO ACCOUNTS(s):

CSP (Category) _____ Description _____
Administrative Expense _____ Administrative Donation _____ Membership Expense _____
Account # _____ Description _____

Check Date _____ Check # _____ Amount _____

Notes: _____

Check Request Form Let Us Reimburse You!

- Please attach original invoices to this form.
- Multiple invoices for one member for an event can be placed on one check request form.
- All check request should be made within one month of the event.

Social Media Post

Let's Get Noticed!

- Send photos and a brief description to womansclubnewtampa@gmail.com attention VP of Communications within 24 hours of the event.
- Action shots and landscape photos work best on social media.
- Caption “We had a fantastic time hosting a Make Your Own Pizza Party at Joshua House yesterday!”





GFWC WCNT EVENT REPORT

BOLD Completed by Everyone:

Event Title _____
 Date _____ General Meeting _____ Event _____ Location _____
 Chair/Person Completing Report _____ Date: _____
 Interaction with other Clubs: Yes _____ No _____ Club Name: _____
 Is this an ongoing event: Yes _____ No _____ If yes how often: _____

Outside Contact Information:

Organization _____
 Outside Contact Name _____
 Email _____ Phone _____
 Website _____
 Address _____
 Subject/Awareness/Theme _____

Hours Volunteering (*hours include travel time rounded to the nearest hour) _____
 Planning Committee Hours Prior to Event _____
 LT – social media/ Calendar of Events/Trifold Poster (all 3 add 2 hours) _____
 Attending Event: _____
 Member Names /# of Members _____ # Total Hours Per Person (to the nearest hour) _____

Total Member Hours: _____

Non-Member Volunteers

Member Names /# of Members _____ # Total Hours Per Person (to the nearest hour) _____

Who did we service? Estimated # attending: _____
 Adults _____ Men _____ Woman _____ Teens _____ Children _____ Infants _____

Type of Event: _____
 Fundraiser _____ CSP or Featured Project(category) _____ Advance Placement _____

Relevant information and ideas that will help planning this event in the future: (If necessary attach an additional sheet)

All Event Reports require a written report up to 3000 characters or 600 words in length. Please attach and save as either a word or pages document.

Choose All That Apply:

Fundraiser- Please attach shopping list(s): _____ Date _____
 Description _____
 Amount Raised _____
 Cash Donations made by Members (including gift cards) _____
 Total amount spent of (Check and Debit Card Requests): _____
 In-Kind Donations for Fundraiser (attach copies of any available documents):
 From _____ Donation _____ est. value _____
 From _____ Donation _____ est. value _____
 Were funds raised for specific project(s)? _____ Name _____

CSP (Community Service Projects) and Featured Projects:
 Category: _____
 Project Type (all that apply): _____
 Monetary Donation (organization name): _____ Amount _____
 To be completed by Treasurer Check #/ DC _____ Date _____ Amount _____
 Member's Monetary Donation (name) _____ Date _____ Amount _____

Speaker:
 Name _____ Date _____ Organization _____
 In-Kind Gift (monetary donation completed above) _____ Value _____

Collections:
 Type: _____ # of items _____ est. value _____
 How did you calculate value _____

Hands on Activity (HOA) -Please attach shopping list.
 Description _____ # made _____ Cost to GFWC _____
 Attached copy of receipt _____

In-Kind Donations - value can be estimated (attach copies of any available documents):
 Group Donation description _____ estimated value _____
 Individual Donations:
 From _____ Donation _____ est. value _____
 From _____ Donation _____ est. value _____
 From _____ Donation _____ est. value _____

Volunteerism at another organization:
 Type _____ Date _____ Total hours _____

Walks for Causes (attach documentation if available):
 Cause: _____ Date _____ Total hours _____
 GFWC Monetary Donation: _____ All other Monetary Donations: _____

Baskets (attach copies of any available documents):
 Type _____ Amount: _____ Date _____ Value _____

Scholarship -Please attach supporting documentation:
 Type _____ Date _____ Amount: _____

Other- Please attach supporting documentation:
 Type _____ Date _____ Amount: _____

Advance Placement Area -Educational Event including Webinars/ ESO/Conference/District 8 Meeting:
 Description _____ Date _____ # People Attended _____ Total hours _____
 Cost to attend GFWC _____ Member's cost to attend _____

Date Submitted _____ By _____ Total Program VP _____

To Be Completed by Reporting Committee:
 Category for End of Year Report: _____ X/5 _____
 Written Description Completed: Draft date _____ Final date _____
 CSP - Volunteer Hours _____ Dollars Donated _____ In-Kind Donation _____
 FUNDRAISERS - Dollars Raised (Net) _____
 ADVANCE PLACEMENT AREAS - Dollars Spent _____ Books Read _____
 COMPLETED BY (DRAFT) _____ (FINAL) _____

Let us know what you did!

Time to Report

Sample Event Report

Woman's Health and Woman's Heart Presentation on 2/21/24

From Hospital Bed to Health Advocate

Following a health scare that put our president in the hospital, she realized the importance of sharing her story to inspire our members to prioritize their health. The timing couldn't have been better; it happened in February, which aligns with our "All About Caring" Women's Health and Heart Health Awareness month. We embraced the opportunity to bring awareness by transforming the room with various shades of red and encouraging everyone to wear red to the meeting. We also incorporated health food options for our ladies to enjoy. But that was just the beginning.

We delivered a powerful PowerPoint presentation titled Women's Health and Women's Heart Health, featuring striking red visuals and crucial information. With xx members and xx guests in attendance, we emphasized the importance of self-advocacy, such as requesting an electrocardiogram during an annual exam. Members were urged to attend not only their regular physicals with their primary care physician but also with specialists. Specialists include dermatology, dental exam, eye exam, mammogram, and having your hearing checked. Did you know hearing loss is associated with the speeding up the progression of dementia? ensuring timely completion of lab work. We shared a flyer from the American Heart Association called Fight Stress with Healthy Habits, and there were also copies on each of the tables. Because our mental health is as important as physical health. The presentation ended with a recap of the BE FAST acronym, outlining stroke warning signs. We want all our ladies to know that B stands for loss of Balance; E stands for Eyes, check for vision loss; F stands for Face, ask them to smile if it's crooked there is a problem; A stands for Arm, raise arms to see if one is weaker; S stands for Speech, listen for slurred speech; and T stands for Time, call 911 if you see any of these warning signs. Each attendee received a 3x5 size copy of BE FAST with a cute heart sticker to attach to their refrigerator.

In addition, we decided that our health especially our heart health is critically important and wanted to donate to the American Heart Association. We donated the \$50 we raised at our Chinese New Year Bunko Night to this cause.

We want all our members to remain healthy and active for years to come. The presentation encouraged everyone to become motivated to be self-advocate and take charge of their health issues going forward. The donation to the American Heart Association ensures our medical profession research is funded. The potential impact of this initiative is significant, maybe even lifesaving. We aim to empower our members to take prompt action in the face of any health concerns, for themselves or their loved ones.

Written Report Sample

- It can be up to 600 words or 3000 characters (this is 436 words).
 - The title should draw you in.
 - Explain the project in detail. Add some interesting information wherever possible.
 - Describe the organization you are supporting if local. Assume someone from another part of the state is reading this.
 - You can combine related activities see **red**.
 - Explain the impact of the program or event.
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