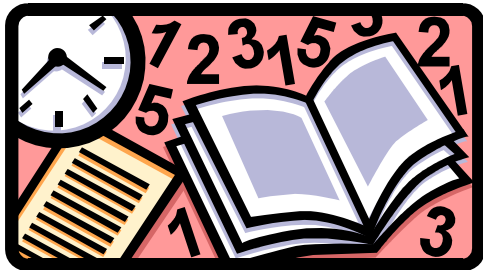




# REPORT WRITING



# REPORT WRITING

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# **REPORT WRITING GUIDELINES**

Report Writing is record keeping for your club and it doesn't have to be difficult or complicated. It can be as easy as answering the basic questions— WHO? WHAT? WHEN? WHERE? WHY? HOW? HOW MANY? HOW MUCH? The more information in your reports the easier it will be for you, or someone else, to repeat the project. If the project failed, a good report can show where things need to be done differently to make the next try successful. All clubs should write and keep these records.

However, with the exception of the required President's report, submitting reports to CJW is done voluntarily. There are good reasons, though to choose to submit your reports. In addition to allowing your club to be recognized and awarded for your volunteer efforts and work in your community, you might want to submit reports for the following reasons:

- a. To help protect the non-profit status of your club
- b. To share your good ideas with the CJW Department Chairs
- c. To allow your ideas to be shared with other CJW clubs.

If you have any questions or concerns about the report writing process, please contact the CJW Report Writing Chair.

**Please note these guidelines are to be used by Junior & Juniorette clubs. The only exception for Junioresettes is the limit of reports - a maximum of 3 reports per division for a maximum of 12 reports per department.**

These Guidelines are for the Report writing period for the following departments:

Arts	Conservation
Current Affairs	Education
Health	Homelife
Leadership	Membership
State Project	Ways & Means

## **ALL CLUBS MUST SUBMIT A PRESIDENT'S REPORT.**

### **Physical Presentation**

1. Typewritten or computer generated
2. Stapled securely by department. Please do not use covers.
3. No artwork or supportive materials can be submitted with your reports. Those items should be sent to the CJW Department Chairs during the year as your club events occur.
4. Copies—3 copies
  - a. Submit one copy to the CJW chair.
  - b. Keep one copy for club files.
  - c. Give one copy to your club president to assist her in compiling her report.

# REPORT WRITING GUIDELINES

## **B. How to Assemble Your Reports**

For the Title Page, Summary Sheet, and Project Report Sheets please follow the format of the sample pages included in the Blue Book. Please fill out all forms completely. Each department's reports must be assembled in the following order.

1. Title Page
2. Summary Sheet
3. Project sheets (organized by division)

## **C. Report Contents**

1. Title Page
  - a. Please use your club's proper name as listed in the CJW Blue Book
  - b. Use the membership number as of February 28. **This number must be consistent throughout your reports and match the number reported on your President's report.**
  - c. Donations in department: This includes any monetary and non-monetary donations, and solicitations. These figures must agree with your President's reports.
  - d. Club Name, Name of Department, Club Chair's Name, Address, Phone Number and Email Address.
2. Summary Sheet
  - a. Please include all projects completed in the department, whether or not a Project Report is included.
  - b. Please include all monetary and non-monetary donation amounts.
3. Project Report Sheets
  - a. Service Departments - Number of reports:  
Each service department has four divisions. For each division you may submit up to FIVE (5) Project Report Sheets. Thus a maximum of TWENTY (20) Project Reports may be submitted for the entire department.  
Juniorettes - limit of THREE (3) Project Report Sheets per division with a maximum of TWELVE (12) reports for a department.

Listed below are the Service Departments and their divisions:

1. Arts: Performing Arts (5 reports)  
Visual Arts (5)  
Creative Arts (5)  
In-club (5)
2. Conservation: Beautification (5)  
Environmental Awareness (5)  
Resource (5)  
In-club (5)
3. Current Affairs: Local (5)  
National (5)  
International (5)  
In-club (5)

# REPORT WRITING GUIDELINES

4. Education: School Priorities (5)  
Scholarship (5)  
Community Education (5)  
In-club (5)
5. Health: Physical (5)  
Mental Health (5)  
Substance Abuse (5)  
In-club (5)
6. Home Life: Community Living (5)  
Gerontology (5)  
Youth (5)  
In-club (5)
7. State Project: Community Awareness (5)  
Fundraising (5)  
Volunteering (5)  
In-club (5)

b. Non-Service Departments:

1. Leadership: Organizational Leadership (5)  
Personal Leadership (5)
2. Membership: Membership Drive (5)  
Retention & Unity (5)  
CJW Connection (5)
3. Ways & Mean: There is no limit to the number of reports that can be submitted for Ways & Means. Please use Project Report Sheets to report your Ways & Means projects.

c. Length of reports:

**NOTE: PROJECT REPORTS SHEETS MUST FOLLOW THE PROJECT SHEETS FORMAT AND BE NO MORE THAN ONE PAGE IN LENGTH.**  
Only information on the front of the project report sheet will be considered for judging purposes.

d. How to complete the top portion of each project sheet:

1. Use your proper club name, no initials. We have numerous clubs with the same initials.
2. Use the proper department and division names listed in the Blue Book.
3. Project Titles should match the titles on the Summary Sheet.
4. The reporting period is March 1 through February 28. Projects must have been COMPLETED during this time period to be included.

## **REPORT WRITING GUIDELINES**

5. **Intent: THIS IS VERY IMPORTANT!** The intent of the project helps determine the proper department and division for report writing purposes. *Example: Your club is holding an Art Auction to raise money for a scholarship for a student continuing his/her education in the field of Art.* The Intent line will help to clarify for the CJW Chair if this project belongs under Arts because the scholarship is specifically for an Art student or will the money raised be used in your general scholarship funds and therefore fall under Education? Please be very specific in your intent. If you have any questions, please contact the CJW Report Writing Chair or the chair of the department where you think it belongs.

e. Details:

Project reports should answer the basic questions: **WHO? WHAT? WHEN? WHERE? WHY? HOW? HOW MANY? HOW MUCH?**

Projects may be written in outline or narrative form as long as they are written on a project report sheet. Be sure to include all necessary information on the work done and the results achieved. Include all expenses, income, profit figures, important contact people, and donation amounts. Describe or explain where the donation is going. Make sure there is enough information on the organization benefiting from your donation so that the CJW Chair understands its mission and the reason for your support. Example: "Beacon House" is a home for teenage girls who through no action of their own have been removed from their homes, but if the CJW Chair does not live in your area of the state "Beacon House" will mean absolutely nothing to her. Statements about the impact of the projects and the ease or difficulty of implementation may be helpful to the judging process.

### **D. President's Report: THIS REPORT IS MANDATORY FOR ALL CLUBS!**

It must be filed each year with the CJW Director by the March Executive Board meeting. This is to protect your club and its individual members regarding tax-exempt status with the IRS, Department of Consumer Protection, and liability insurance. You may attach any copies of supportive materials that describe the activities of your club. Instructions for the President's Report can be found in the Director's section of this Blue Book.

1. 100% Participation Report: This is awarded to any club that has fulfilled all the obligations listed on the form. See the Director's Section for this form. This form should be attached to your President's Report and handed in at the March Executive Board meeting.

**E. Newsletter:** To be judged for awards, club newsletters should be mailed to the CJW newsletter judges on a monthly basis. See Junior Bulletin Section for complete information.

**F. Parliamentary Procedure:** Please forward updated copies of club bylaws and standing rules to the CJW Parliamentarian and your District Rep whenever they are revised.

# **REPORT WRITING GUIDELINES**

**G. Juniorette Reports:** Please refer to the Juniorette section of the CJW Blue Book for information on submitting reports.

## **H. Scholarships & Awards**

1. Ella Grasso Membership Award: Each club may nominate members who meet the criteria. An application form and guidelines can be found in the Membership section of the CJW Blue Book. Completed applications should be submitted at the March CJW Executive Board meeting.
2. Juniorette Campership: An Application form can be found in the Juniorette section of the Blue Book. Applications must be submitted by the March CJW Executive Board meeting to the CJW Juniorette Chair.
3. Marie Bates Juniorette Scholarship: An application form can be found in the Juniorette section of the CJW Blue Book. Complete applications with the necessary attachments must be submitted by the March CJW Executive Board meeting to the CJW Juniorette Chair.
4. Maureen Borski Scholarship: An application form and rules can be found in the Education section of the CJW Blue Book. Completed application with the necessary attachments must be submitted by the March CJW Executive Board meeting to the CJW Education Chair.

## **I. Deadlines**

1. Projects must be completed between March 1 and February 28.
2. Reports should be handed in at the March CJW Executive Board Meeting. If your club is not attending this meeting, reports should be mailed first class and postmarked by the meeting date. In case of extreme bad weather, the postmark deadline will be extended to the Monday following the meeting. If you are mailing your reports, please contact the CJW chair directly to let her know that your reports are coming. Please do not send reports by certified mail because that causes delays in delivery. Reports must be mailed to the individual CJW Chair, NOT to the CJW Director or Report Writing Chair.

Any Questions **PLEASE** contact the CJW Report Writing Chair. She is available to attend district or club meetings to explain the report writing process and answer any questions.

## **REPORT INFORMATION**

### **Reporting Period March 1- February 28**

1. Every Junior and Juniorette Club MUST submit a President's report.
2. Submit project reports only for projects COMPLETED during the March 1 - February 28 reporting period. Project reports must be ONE-SIDED only. Information on a second page will not be considered for judging.
3. The intent of the project determines the department and division to report it under.
4. No double reporting allowed.
5. Two or three small projects that benefit one cause may be reported in one report.
6. 51% rule - - to report a fund-raiser in a specific department, 51 % or more of the net proceeds must have been donated to a project in that department.
7. There are seven service departments:  
Arts, Conservation, Current Affairs, Education, Health, Homelife & State Project.
  - a. Each service department has three divisions for community service projects, plus an In-Club division. You may submit five (5) project report sheets for each division.
  - b. To receive an Overall Award in a department, a club must submit reports in at least three out of the four department divisions.
8. Other Reporting Departments:
  - a. Leadership - Leadership has two divisions. You may submit five (5) project report sheets for each division.
  - b. Membership - Membership has three divisions. You may submit five (5) project report sheets for each division.
  - c. Ways & Means - Ways & Means does not have divisions and you are encouraged to report all your Ways & Means Projects. There is no limit on the number of reports you can submit.
9. All departments require title pages, summary sheets, and individual project report sheets.
  - a. All the departments (except Ways & Means) have special summary sheets. These summary sheets list specific projects that do not need project report sheets. Example: "Current Affairs - In Club - Recite Pledge of Alliance at meetings" - if your club does this at every meeting, all you have to do is check off the project - do not submit a project report sheet.
10. Report Deadline: CJW March Board Meetings/ President's Dinner.

# REPORT WRITING CLARIFICATIONS

## TITLE PAGE INSTRUCTIONS

The Title Page for reports has been revised as of August 2007. As a record-keeping tool the title page should reflect monetary amounts that are consistent with activity **through the club's treasury**.

Please adhere to the following guidelines when reporting total donations your club has made on the title page for each department:

- **Monetary/Solicited Funds/Grants**

**Monetary** - The sum of all the checks (monetary donations) that are written from the club treasury to other organizations or individuals, minus scholarships.

**Solicited Funds** - Funds donated to a specific group or individual by another individual/organization as a result of your club's contact with that individual/organization, that goes through your club's treasury.

**Grants** - are funds awarded **by your club** to another organization, to carry out a specific project, where an application for receipt of the funds had been completed.

*Please note: Incoming grants that your club applies for and receives should not be reported on the Title Page. Incoming grant money should be reported in the body of the department report that utilized the funds. Any funds your clubs solicits that are paid by outside sources directly to the organization you are assisting (that is funds that do not go through your checking account) should be reported in the body of your individual reports, **not** on the Title Page.*

- **Scholarship**

The sum of all the scholarship awards made by your club to students or educational institutes.

- **Non-Monetary Donations**

Items, other than money, that may be solicited from businesses or other organizations such as paper products, ice cream, bagels, tents, balloons, printing services, etc. should be given an estimated value and listed in this category. Baked goods should also be given an estimated value.

## DEPARTMENTAL CLARIFICATIONS

1. Please identify the purpose or function of organizations that you service. CJW chairs are not always familiar with organizations in your area. Example: If you collect household supplies for the Tracey Thurman House, explain that this is a ***battered women's shelter***.
2. Homelife projects that involve financial assistance to a club member should be reported under the Homelife In-Club Division.
3. If your club makes a monetary donation to a family in need, **based on a request from another CJW club**, please report that donation under In-Club of the proper department.

Example: Your club receives a letter from another CJW club requesting donations to a fund set up to pay medical bills for a child of a CJW member, report any donation under: Department: Health - Division: In-Club - Report Name: Medical Fund - "Family Name".

4. Funds donated to a community fund in memory of a club member should be reported under the proper department.

Example: A scholarship is set up at your local high school in memory of a club member. A donation would be reported under: Education - Scholarship.

Example: A memorial fund is set up to benefit the upkeep of a local park's garden in memory of a club member. A donation would be reported under Conservation - Beautification.



# CONNECTICUT JUNIOR WOMEN, INC.

## TITLE PAGE FOR CLUB REPORTS

CLUB NAME: \_\_\_\_\_

NAME OF DEPARTMENT: \_\_\_\_\_

SUMMARY OF TOTAL DONATIONS IN DEPARTMENT FOR ALL PROJECTS:

A. MONETARY/SOLICITED FUNDS/GRANTS \$ \_\_\_\_\_

B. SCHOLARSHIP \$ \_\_\_\_\_

C. NON-MONETARY DONATIONS \$ \_\_\_\_\_  
(Estimated Value)

D. TOTAL DONATIONS \$ \_\_\_\_\_

CLUB CHAIR'S NAME: \_\_\_\_\_

CLUB CHAIR'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CLUB CHAIR'S PHONE NUMBER: \_\_\_\_\_

CLUB CHAIR'S EMAIL ADDRESS : \_\_\_\_\_

JUNIORETTE ADVISOR'S NAME: \_\_\_\_\_

ADVISOR'S PHONE NUMBER: \_\_\_\_\_

ADVISOR'S EMAIL ADDRESS: \_\_\_\_\_

*PLEASE COPY THIS TITLE PAGE FOR USE IN REPORTING*



**CONNECTICUT JUNIORS & JUNIORETTES**  
**Arts Department Summary Sheet**  
**PROJECT REPORT SUMMARY SHEET**

CLUB NAME: \_\_\_\_\_

DEPARTMENT: ARTS

Division	Date	Project Title	Report Enclosed		Monetary Donations	Non-Monetary Donations
			YES	NO		
Visual		Scholarship in Visual Art Division – enter \$ amount	N/A	N/A		N/A
Performing		Scholarship in Performing Art Division – enter \$ amount	N/A	N/A		N/A
Performing		Made a monetary donation to school music department	N/A	N/A		N/A
Creative		Donated art supplies to school or library	N/A	N/A	N/A	
Creative		Decorated Town Hall for a holiday - which one _____	N/A	N/A	N/A	
Creative		Scholarship in Creative Art Division – enter \$ amount	N/A	N/A		N/A
In-Club		In-club Arts & Crafts Competition	N/A	N/A	N/A	N/A
In-Club		State-wide Arts & Crafts Competition	N/A	N/A	N/A	N/A
In-Club		Held craft workshops for members # of workshops _____	N/A	N/A	N/A	N/A
		<b>Please list other completed projects</b>				

**CONNECTICUT JUNIORS & JUNIORETTES**  
**Conservation Department Summary Sheet**  
 PROJECT REPORT SUMMARY SHEET

CLUB NAME: \_\_\_\_\_

DEPARTMENT: CONSERVATION

Division	Date	Project Title	Report Enclosed		Monetary Donations	Non-Monetary Donations
			YES	NO		
Beautification		Adopt-A-Road Program	N/A	N/A	N/A	
Beautification		Donation for Arbor Day	N/A	N/A		N/A
Beautification		Created or maintained a Beautification spot in town. How ? _____			N/A	
Environmental Awareness		Celebrate Earth Day – How? _____				
Environmental Awareness		Support Hazardous Waste Day Collection in town. How? _____	N/A	N/A	N/A	N/A
Resource Preservation		Donation to Rain Forest	N/A	N/A		N/A
Resource Preservation		Adopt an endangered animal	N/A	N/A		N/A
In-Club		Held a magazine/book swap for members to recycle magazines/books.	N/A	N/A	N/A	N/A
In-Club		Used seeds or seedlings as thank you gifts for members	N/A	N/A	N/A	
In-Club		Club participated in Lug-a-mug program	N/A	N/A	N/A	N/A
In-Club		Members carpooled to meetings & events	N/A	N/A	N/A	N/A
		<b>Please list other completed projects</b>				

CONNECTICUT JUNIORS & JUNIORETTES  
**Current Affairs Department Summary Sheet**  
 PROJECT REPORT SUMMARY SHEET

CLUB NAME: \_\_\_\_\_

DEPARTMENT: CURRENT AFFAIRS

Division	Date	Project Title	Report Enclosed		Monetary Donations	Non-Monetary Donations
			YES	NO		
Local		Participated in CHAD sticker distribution program Number of Stickers distributed this year _____	N/A	N/A	N/A	N/A
Local		Sponsored a Meet the Candidates for local candidates	N/A	N/A	N/A	
Local		Distributed Poison Control information to community	N/A	N/A	N/A	N/A
National		Sponsored a program on proper flag etiquette in community	N/A	N/A	N/A	N/A
National		Financially supported a National Disaster Relief Program What program? _____	N/A	N/A		N/A
International		Sponsored a UNICEF Collection - Money collected \$ _____	N/A	N/A	N/A	N/A
International		Donated to an international Cause Cause _____	N/A	N/A		N/A
In-Club		Held a cleanout your medicine cabinet night for members	N/A	N/A	N/A	N/A
In-Club		Held an international cookie swap for members	N/A	N/A	N/A	N/A
In-Club		Pledge of Alliance said at all meetings	N/A	N/A	N/A	N/A
In-Club		7 Word Prayer said at every meeting	N/A	N/A	N/A	N/A
		<b>Please list other completed projects</b>				

**CONNECTICUT JUNIORS & JUNIORETTES**  
**Education Department Summary Sheet**  
**PROJECT REPORT SUMMARY SHEET**

CLUB NAME: \_\_\_\_\_

DEPARTMENT: EDUCATION

Division	Date	Project Title	Report Enclosed		Monetary Donations		Non-Monetary Donations
			YES	NO			Estimated Value
School Priorities		Sponsored a Spelling Bee in your town	N/A	N/A	N/A		
School Priorities		Sponsored contestants in the State-wide Spelling Bee	N/A	N/A	N/A		N/A
School Priorities		Donated Books to school library # of books donated _____	N/A	N/A	N/A		
Community Education		Donated Books in local library # of books donated _____	N/A	N/A	N/A		
Scholarships		Sponsored a high school scholarship # of awards _____	N/A	N/A			N/A
Scholarships		Supported CJW Maureen Borski Scholarship - monetarily	N/A	N/A			N/A
Scholarships		Sponsored a Maureen Borski Scholarship candidate Name of candidate _____					
Scholarships		Supported Juniorette Marie Bates Scholarship & Campership monetarily	N/A	N/A			N/A
In-Club		Awarded a continuing ed scholarship to a club member	N/A	N/A			N/A
In-Club		Organized an in-club Book Club	N/A	N/A	N/A		N/A
In-Club		Held an in-club Book Swap	N/A	N/A	N/A		N/A
		<b>Please list other completed projects</b>					

**CONNECTICUT JUNIORS & JUNIORETTES**  
**Health Department Summary Sheet**  
**PROJECT REPORT SUMMARY SHEET**

CLUB NAME: \_\_\_\_\_

DEPARTMENT: HEALTH

Division	Date	Project Title	Report Enclosed		Monetary Donations		Non-Monetary Donations
			YES	NO			Estimated Value
Physical Health		Sponsor a Blood Drive # of pints donated _____	N/A	N/A	N/A		
Physical Health		Sponsor a community CPR or First Aid Class	N/A	N/A			
Mental Health		Support the CJW Paulie Magera Fund – monetarily	N/A	N/A			N/A
Substance Abuse		Support Safe Rides Program for Teens	N/A	N/A			
Substance Abuse		Provide Refreshments for AA meetings	N/A	N/A	N/A		
In-Club		Participate in CJW Walk Across America # of miles walked _____	N/A	N/A	N/A		N/A
In-Club		Distribute Health information to club members	N/A	N/A	N/A		N/A
In-Club		Hold an in-club Blood Pressure check	N/A	N/A	N/A		N/A
In-Club		Published healthy recipes in newsletter	N/A	N/A	N/A		N/A
		<b>Please list other completed projects</b>					

**CONNECTICUT JUNIORS & JUNIORETTES**  
**Homelife Department Summary Sheet**  
**PROJECT REPORT SUMMARY SHEET**

CLUB NAME: \_\_\_\_\_

DEPARTMENT: Homelife

Division	Date	Project Title	Report Enclosed		Monetary Donations		Non-Monetary Donations
			YES	NO			Estimated Value
Community Living		Donated to CJW Food Drives # of items _____	N/A	N/A	N/A		
Community Living		Volunteer at local soup kitchens as a club Estimated volunteer hours _____	N/A	N/A	N/A		N/A
Youth		Financially support a Juniorette Club	N/A	N/A			N/A
Youth		Present an award for a youth for their community service	N/A	N/A	N/A		
Gerontology		Honor a senior citizen for their community service	N/A	N/A	N/A		
Gerontology		Sent holiday cards to seniors in nursing home	N/A	N/A	N/A		
Gerontology		Donated used books to Senior Center	N/A	N/A	N/A		
In-Club		Printed parenting tips in newsletter	N/A	N/A	N/A		N/A
In-Club		Held a Family TV Shut Off Week	N/A	N/A	N/A		N/A
In-Club		Provide members with information regarding family issues to club members. .	N/A	N/A	N/A		N/A
		<b>Please list other completed projects</b>					

**CONNECTICUT JUNIORS & JUNIORETTES**  
**Leadership Department Summary Sheet**  
 PROJECT REPORT SUMMARY SHEET

CLUB NAME: \_\_\_\_\_

DEPARTMENT: LEADERSHIP

Division	Date	Project Title	Report Enclosed		Monetary Donations	Non-Monetary Donations
			YES	NO		Estimated Value
Organizational		Meeting agendas are distributed before meetings to members	N/A	N/A	N/A	N/A
Organizational		Meeting Agendas are followed at every meeting	N/A	N/A	N/A	N/A
Organizational		Minutes are recorded at every meeting	N/A	N/A	N/A	N/A
Organizational		Club members are familiar with club bylaws & standing rules	N/A	N/A	N/A	N/A
Organizational		Club has a parliamentarian oversees bylaws & standing rules	N/A	N/A	N/A	N/A
Organizational		Club follows proper procedures when making a motion	N/A	N/A	N/A	N/A
Organizational		CJW Junior/Juniorette Pledges are recited at meetings	N/A	N/A	N/A	N/A
Individual		Chairs set goals for their committees	N/A	N/A	N/A	N/A
Individual		Time Management – On Time Drawings for meetings	N/A	N/A	N/A	N/A
Individual		Newsletter articles on Personal Leadership	N/A	N/A	N/A	N/A
		<b>Please list other completed projects</b>				

**CONNECTICUT JUNIORS & JUNIORETTEES**  
**Membership Department Summary Sheet**  
 PROJECT REPORT SUMMARY SHEET

CLUB NAME: \_\_\_\_\_

DEPARTMENT: MEMBERSHIP

Division	Date	Project Title	Report Enclosed		Monetary Donations	Non-Monetary Donations
			YES	NO		
Membership Drive		Installation of new members ____ # of times held	N/A	N/A	N/A	N/A
Membership Drive		Distribution of Club Brochure	N/A	N/A	N/A	N/A
Membership Drive		Newspaper Articles about Club Activities ____ # of times articles were printed	N/A	N/A	N/A	N/A
Retention & Unity		Telephone/ Email Communication Committee	N/A	N/A	N/A	N/A
Retention & Unity		Celebrated Members' Birthday/Anniversaries/ etc.	N/A	N/A	N/A	N/A
Retention & Unity		Big Sister or Buddy Program for new members	N/A	N/A	N/A	N/A
Retention & Unity		Membership Handbook for all members	N/A	N/A	N/A	N/A
CJW Connection		Financially Support CJW Board Members	N/A	N/A		N/A
CJW Connection		Participated in District Day Events -How? _____ _____	N/A	N/A	N/A	
CJW Connection		Club Members attended CJW Meetings: President's Dinner/ March Board 2010 _____ # attended Spring Conference 2010 _____ # attended CJW Spelling Bee 2010 _____ # attended Juniorette Celebration May 2010 _____ # attended CJW September Board 2010 _____ # attended Fall Conference 2010 _____ # attended Juniorette Fall Day 2010 _____ # attended	N/A	N/A	N/A	
CJW Connection		Celebrated Junior Week -description of your activities:	N/A	N/A	N/A	
		<b>Please use another summary sheet to list other completed projects</b>				



**CONNECTICUT JUNIOR WOMEN, INC.  
PROJECT REPORT WRITING SHEET  
ALL DEPARTMENTS**

**Club Name:** \_\_\_\_\_ **Project Date** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Project Chair:** \_\_\_\_\_ **Tel #** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**1. Project Title:** \_\_\_\_\_

**2. The intent of this project was:** \_\_\_\_\_

**3. Give details of project:**

**PROJECT REPORT WRITING SHEET**

**CLUB NAME:** \_\_\_\_\_ **PROJECT DATE** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**PROJECT CHAIR:** \_\_\_\_\_ **TEL #** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

1. **PROJECT TITLE:** \_\_\_\_\_

2. **THE INTENT OF THIS PROJECT WAS:** \_\_\_\_\_  
\_\_\_\_\_

3. **PROJECT WAS INITIATED BY:** Club \_\_\_\_ Community \_\_\_\_ Another CJW Club \_\_\_\_

4. **NUMBER OF PEOPLE WHO WORKED ON PROJECT:**  
Club Members \_\_\_\_ CJW Family Members \_\_\_\_ Community \_\_\_\_ Other CJW Members \_\_\_\_

5. **WHERE:** \_\_\_\_\_

6. **WHO BENEFITTED:** \_\_\_\_\_

7. **PREPARATION:**

8. **PROJECT EXECUTION:**

9. **OUTCOME: # of Club Members and/or Families Reached** \_\_\_\_\_  
**#of Community People Reached** \_\_\_\_\_

10. **FINAL DONATIONS: Monetary \$** \_\_\_\_\_ **Other (est. value) \$** \_\_\_\_\_

11. **DESCRIPTION OF RESULTS: (was project successful, should it be done again, etc.)**

12. **RECIPIENT/ORGANIZATION CONTACT INFO:** \_\_\_\_\_



**CONNECTICUT JUNIOR WOMEN, INC.**  
**REPORT INFORMATION FOR CLUB FILES**

PROJECT TITLE: \_\_\_\_\_

CHAIR'S NAME & PHONE #: \_\_\_\_\_

COMMITTEE & DIVISION: \_\_\_\_\_

RESOURCES FOR INFO AND/OR DONATIONS (organizations, businesses, speakers, films, books etc. – include names, addresses, phone numbers and as much other information as possible.)

EVALUATION (Project worthwhile or not? Easy? Difficult? Number of members required? Was benefit to community worth effort required?)

PROBLEMS ENCOUNTERED (e.g. weather, cost, lack of involvement by members, no interest in community)

PUBLICITY (Attach copies of any publicity used, list contact personnel, phone numbers and timeline for publicity to be submitted.)

RECOMMENDATIONS FOR FUTURE (Should project be repeated? What changes should be made?)

# **CJW PRESIDENT'S REPORT INSTRUCTION SHEET**

**A President's report is mandatory from each club. This to protect your club and you as an individual regarding tax exempt status with the I.R.S. Department of Consumer Protection, and our liability insurance.**

**A.** Deliver/Send Report To: Ronnie Hollis  
84 White Oak Drive  
Harwinton, CT 06791  
(860) 485-9736  
ronniestarfish50@aol.com

**B.** Must use report form that follows  
Narrative sections, 8 through 11, have no limit to length of report

**Section 1** Name of Club  
President's Name, Address, Phone, E-mail  
Membership Figure 3/1/2010  
Membership Figure 2/28/2011  
Number of New Members

**Section 2** **Attach completed Participation Record (Section 20-I or Section 23-I)**  
Indicate points earned and explanations as requested.

**Section 3** Provide beginning bank balance- 3-1-2010

**Section 4** Provide revenue detail as outlined

**Section 5** Provide expense & donation detail as outlined

**Section 6** Provide ending bank balance- 2-28-2011

**Section 7** Provide information on non-monetary contribution as outlined

**Section 8** Did you participate in the Director's Challenge? Please describe how you met the goal and list the amounts given to the CJW funds you supported.

**Section 9** What goal/goals did you set for yourself as club president? Describe the degree of success achieved in meeting the goal/goals. What goals did the club set for itself? Were they achieved? Why or why not?

**Section 10** It is important that your club feel a sense of accomplishment as the club year comes to an end. With the help of your club, describe what project or activity had the most impact on your community. Explain why.

**Section 11** In what ways could the CJW officers, chairs or district reps be more useful? Include any ideas for future planning.

**Section 12** Attach any copies of supportive material (newspaper articles, pictures, etc) that you feel would be helpful in describing the activities of your club this year. **THIS IS NOT MANDATORY.**



# CONNECTICUT JUNIOR WOMEN, INC. PRESIDENT'S REPORT 2010-2011

## Section 1 – Club Information

---

Name of Club: \_\_\_\_\_

President(s) Name: \_\_\_\_\_  
 President(s) Street: \_\_\_\_\_  
 President(s) City & Zip: \_\_\_\_\_  
 President(s) Telephone #: \_\_\_\_\_  
 President(s) Email: \_\_\_\_\_

Membership 03/01/10 \_\_\_\_\_  
 Membership 02/28/11 \_\_\_\_\_  
 # of New Members: \_\_\_\_\_

## Section 2 – Participation Record

Attach completed Participation Record

## Section 3 – Beginning Bank Balance

*(the total of all of your accounts as of March 1, 2010)*

ALL ACCOUNTS

## Section 4 – Revenue (as recorded by the Treasurer)

Description	Amount	
MEMBERSHIP DUES		
MISCELLANEOUS DONATIONS		
Fundraising Events (please list each event separately):		
TOTAL FUNDRAISING REVENUE		
Other Revenue (please list separately):		
TOTAL OTHER REVENUE		
<b>TOTAL REVENUES</b> (Dues + Donations + Fundraising + Other)		



# CONNECTICUT JUNIOR WOMEN, INC. PRESIDENT'S REPORT 2010-2011

## Section 5 – Operating Expenses (as recorded by the Treasurer)

Description		Amount
<b>CJW Expenses:</b>		
Dues		
Liability & Bonding Insurance		
Other (not scholarships) please describe:		
<b>TOTAL CJW EXPENSES</b>		
<b>Officer Expenses:</b>		
President/Vice President		
Secretary		
Treasurer		
<b>TOTAL OFFICER EXPENSES:</b>		
<b>Other Operating Expenses:</b>		
Newsletter Expenses		
Publicity/Public Relations Expenses		
Bank Fees		
P.O. Box Rental		
Miscellaneous (please list separately):		
<b>TOTAL OTHER EXPENSES</b>		
<b>Committee Expenses:</b>		
Arts Expenses		
Conservation Expenses		
Current Affairs Expenses		
Education Expenses		
Health Expenses		
Homelife Expenses		
Juniorettes Expenses		
Leadership Expenses		
Membership Expenses		
State Project Expenses		
<b>TOTAL SERVICE COMMITTEE EXPENSES:</b>		
<b>Fundraising Expenses</b> (Please list each event separately)::		
<b>TOTAL FUNDRAISING EXPENSES</b>		
<b>TOTAL OPERATING EXPENSES</b>		



# CONNECTICUT JUNIOR WOMEN, INC. PRESIDENT'S REPORT 2010-2011

<b>Service Committee Monetary Donations:</b>		
Arts Monetary Donations		
Conservation Monetary Donations		
Current Affairs Monetary Donations		
Education Monetary Donations		
Health Monetary Donations		
Homelife Monetary Donations		
Juniorettes Monetary Donations		
State Project Donations		
<b>TOTAL SERVICE COMMITTEE DONATIONS</b>		
<b>Scholarships:</b>		
CJW - Maureen Borski Scholarship		
CJW - Marie Bates (Juniorette scholarship & campership)		
CJW - Paulie Magera Award		
Other Club Scholarships (please list the total scholarships Separately by department):		
<b>TOTAL SCHOLARSHIPS:</b>		
<b>TOTAL MONETARY &amp; SCHOLARSHIP DONATIONS</b>		

<b>TOTAL EXPENSES &amp; DONATIONS</b>		
---------------------------------------	--	--

### Section 6 – Ending Bank Balance

(Beginning Balance + Revenue – Expenses = Ending Cash Balance)

*Note: This balance should be the same as the total of all your accounts as of February 28, 2011*

### ALL ACCOUNTS

### Section 7 – Non-Monetary Donations

#### NOTES:

- This is all of the items donated during the year that were NOT purchased with club funds.
- These items could have been donated or solicited by anyone – club members, other organizations, the public etc.

<b>Service Committees:</b>		
Arts Non-Monetary Donations		
Conservation Non-Monetary Donations		
Current Affairs Non-Monetary Donations		
Education Non-Monetary Donations		
Health Non-Monetary Donations		
Homelife Non-Monetary Donations		
Juniorettes Non-Monetary Donations		
State Project Non-Monetary Donations		
<b>TOTAL SERVICE COMMITTEE NON-MONETARY DONATIONS</b>		



# CONNECTICUT JUNIOR WOMEN, INC. PRESIDENT'S REPORT 2010-2011

## **Section 8 – Directors Challenge**

---

Did you participate in the Directors Challenge? Director's challenge: For each club to do one project for CUREchief / CUREangel. Please describe how you met this goal.

## **Section 9 – President's Goals, Club Goals, Achievements**

---

President's Goals:

Club Goals:

Achievements:

## **Section 10 – Describe the project or activity that had the most impact on your community.**

---

## **Section 11 – In what ways could CJW be more helpful? Please include any ideas for future planning.**

---

## **Section 12 – Attach Supporting Materials (NOT MANDATORY)**

---

Copies of supporting materials enclosed:



CONNECTICUT JUNIOR WOMEN, INC.  
 PARTICIPATION RECORD  
 3/1/2010 - 2/28/2011

AWARDS WILL BE GIVEN FOR ANY CLUB EARNING 100 POINTS OR MORE

CLUB NAME: \_\_\_\_\_

Points Available		Points Earned
10	Club delegate(s) attended CJW Executive Board Meetings: (CJW Board Members are not club delegates—they are CJW delegates) President’s Dinner / March Board (5) September Workshop (5)	_____
5	Club delegate(s) attended Juniorette Spring Awards Day	_____
20	Club delegate(s) attended CJW Conferences: Fall Conference (10) Spring Conference (10)	_____
10	Participated in CJW Week. In what way? _____	_____
20	Supported CJW State Project - Covenant to Care for Children Assembled & donated Backpacks (5) Assembled & donated Christmas Stockings (5) Participated in any other way. Explain (5) _____	_____
10	Completed the CJW President’s Report by the deadline using the correct format.	_____
10	Participated in District activity or another club’s meeting/event. Please list: _____	_____
10	Published a club newsletter & provided the CJW Director and your District Rep with electronic or paper copies.	_____
10	Reported CJW information in your club newsletter or distributed CJW information to club officers and chairs.	_____
20	Financially supported CJW Scholarship funds: Maureen Borski Scholarship (5) Marie Bates Scholarship (5) Juniorette Campership (5) Paulie Magera Fund (5)	_____
<b>TOTAL POINTS</b>		_____

**Submit this form at CJW March Board/President's Dinner to the CJW Director**



**CONNECTICUT JUNIOR WOMEN, INC.**

# **REPORT WRITING FORMS**

## **FOR JUNIORETTES**



# CONNECTICUT JUNIOR WOMEN, INC.

## TITLE PAGE FOR CLUB REPORTS

CLUB NAME: \_\_\_\_\_

NAME OF DEPARTMENT: \_\_\_\_\_

SUMMARY OF TOTAL DONATIONS IN DEPARTMENT FOR ALL PROJECTS:

A. MONETARY/SOLICITED FUNDS/GRANTS \$ \_\_\_\_\_

B. SCHOLARSHIP \$ \_\_\_\_\_

C. NON-MONETARY DONATIONS \$ \_\_\_\_\_  
(Estimated Value)

D. TOTAL DONATIONS \$ \_\_\_\_\_

CLUB CHAIR'S NAME: \_\_\_\_\_

CLUB CHAIR'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CLUB CHAIR'S PHONE NUMBER: \_\_\_\_\_

CLUB CHAIR'S EMAIL ADDRESS : \_\_\_\_\_

JUNIORETTE ADVISOR'S NAME: \_\_\_\_\_

ADVISOR'S PHONE NUMBER: \_\_\_\_\_

ADVISOR'S EMAIL ADDRESS: \_\_\_\_\_

*PLEASE COPY THIS TITLE PAGE FOR USE IN REPORTING*



**CONNECTICUT JUNIORETTES  
PROJECT REPORT WRITING SHEET**

CLUB \_\_\_\_\_ PROJECT DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DIVISION \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

REPORT WRITTEN BY \_\_\_\_\_ TEL # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

INTENT OF THE PROJECT WAS \_\_\_\_\_

\_\_\_\_\_

**WHO INITIATED THE PROJECT?**

CLUB MEMBERS \_\_\_\_\_ MOTHER CLUB \_\_\_\_\_

OTHER COMMUNITY GROUP (Please List) \_\_\_\_\_

**STEPS INVOLVED IN COMPLETING PROJECT:**

(List what your club was responsible for, how members were notified, donations you solicited, items you purchased, other steps in preparation)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OUTCOME OF PROJECT:**

# OF CLUB MEMBERS PARTICIPATING \_\_\_\_\_

#COMMUNITY RESIDENTS REACHED \_\_\_\_\_

**DESCRIBE BENEFIT OF THIS PROJECT TO COMMUNITY OR CLUB MEMBERS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF FINAL PROJECT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VALUE OF PROJECT:      MONETARY \$ \_\_\_\_\_ NON-MONETARY \$ \_\_\_\_\_



**CONNECTICUT JUNIOR WOMEN, INC.**  
**REPORT INFORMATION FOR CLUB FILES**

PROJECT TITLE: \_\_\_\_\_

CHAIR'S NAME & PHONE #: \_\_\_\_\_

COMMITTEE & DIVISION: \_\_\_\_\_

RESOURCES FOR INFO AND/OR DONATIONS (organizations, businesses, speakers, films, books etc. – include names, addresses, phone numbers and as much other information as possible.)

EVALUATION (Project worthwhile or not? Easy? Difficult? Number of members required? Was benefit to community worth effort required?)

PROBLEMS ENCOUNTERED (e.g. weather, cost, lack of involvement by members, no interest in community)

PUBLICITY (Attach copies of any publicity used, list contact personnel, phone numbers and timeline for publicity to be submitted.)

RECOMMENDATIONS FOR FUTURE (Should project be repeated? What changes should be made?)

**Revised August 2008**

**Section 23– J -5**

**Page 1 of 1**

# JUNIORETTE PARTICIPATION RECORD

*AWARDS WILL BE GIVEN FOR ANY CLUB EARNING 100 POINTS OR MORE*

CLUB NAME \_\_\_\_\_

Points Available		Points Earned
40	Had delegates in attendance at: Juniorette Spring Awards Day (10) Juniorette Day - Fall (10) CJW Spring Conference (10) CJW Fall Conference (10)	_____ _____ _____ _____
10	Juniorette Officers, members and/or Advisor attended CJW Executive Board Meetings: March / President's Dinner (5) September Board (5)	_____ _____
25	Supported CJW State Project: <ul style="list-style-type: none"> <li>• Donated Christmas gifts (5)</li> <li>• Attended &amp; helped with TFL Christmas Party (5)</li> <li>• Donated Mother's Day basket (5)</li> <li>• Donated beach bags (5)</li> <li>• Participated in any other way. Explain (5)</li> </ul>	_____ _____ _____ _____ _____
10	Submitted CJW President's Report to the CJW Director and CJW Juniorette Chair by the deadline using the correct format.	_____
5	Attended other area and statewide Juniorette functions. Briefly explain _____	_____
5	Participated in CJW Week. In what way? _____	_____
10	Provided CJW Director and Juniorette Chair with at least three newsletters.	_____
10	Reported CJW information from file boxes, Blue Book, and Junior Bulletin to your club through newsletters, announcements or handouts.	_____
5	Financially supported Marie Bates Scholarship.	_____
5	Financially supported Juniorette Campership Fund.	_____
5	Financially supported Maureen Borski Scholarship	_____
5	Financially supported Paulie Magera Fund	_____
<b>Total Points</b>		_____

**Submit this form at CJW March Board/President's Dinner with President's Report.**

Revised August 2008

Section 23 - K Page 1 of 1

# **GLOSSARY OF AWARDS AND REPORT WRITING TERMS**

## **Angela Hamilton Leadership Award:**

Awarded to the club that has accomplished extraordinary work in the Leadership Department. This club may not have received any other awards in this department. Awarded in 1976, in honor of Angela Hamilton, GFWC Junior Director 1974-1976.

## **Arts Alive Award:**

Selected as the specific project that has done the most to keep "Arts Alive" in Connecticut. This is a one-project award and other awards may be given in Arts. First awarded in 1993.

## **Campership:**

CJW awards camperships for the Junioresettes. See the Junioresette section of this Blue Book.

## **Certificate of Merit:**

Awarded for one project (not a collection of projects) that shows a club's effort in a division. A club may receive certificates of merit in more than one division, but should not receive more than one certificate of merit per division.

## **Club Size:**

For judging purposes clubs are divided into three size groups based on their membership numbers. Small clubs, Medium clubs & Large clubs. Junioresette clubs are now divided into Small & Large club sizes.

## **Community Division:**

This wording is used to distinguish between an in-club division and the divisions where the projects are centered around the community.

## **CJW Blue Book:**

A reference notebook given to each club that contains information about every position and department in CJW.

## **Department Overall Award:**

This award is given to a club that has done excellent work in a department. A club must submit reports in at least three of the four divisions of a service department and in all divisions of a non-service department to be considered for the Overall Department Award. A club winning the Department Overall Award may not have won any other awards in that department except Arts Alive, Mother Earth Award, Veterans Key, Mental Health Bell and Helping Hands.

## **Division Award:**

A Division Award is given to a club that has done exceptional work in a division. Division awards are given for one or more projects that had the *most impact on the community*. Division winners may not win certificates of merit in the same division or the department overall award.

# **GLOSSARY OF AWARDS AND REPORT WRITING TERMS**

## **Ella T. Grasso Membership Award:**

Presented to CJW members who have brought five new members into CJW during a five-year period. Application forms are in the Membership section of this book and must be turned in at the CJW March Board Meeting.

## **Grants:**

Income: Grants are monetary awards bestowed upon a club by an outside source, normally for a specific project. This income should be reported in the body of the report of the project that benefited from the grant.

Donation: This is the sum of funds awarded by your club to another organization or individual to carry out a specific project. Grants are awarded following an application process.

## **Helping Hands:**

This is awarded to a club who had a Homelife project that greatly impacted their community. First awarded in 2005.

## **In-club Division:**

The In-Club division is for projects done within the club or for club members and their families.

## **Janet Knaus Membership Award:**

Awarded to the club that has done extraordinary work in the membership department. This club may not have received any other awards in this department. Named for Janet Knaus, GFWC Junior Director, 1966-1968. First awarded in 1968.

## **Joyce King State Project Award:**

Presented to the club that has accomplished outstanding work for the benefit of our State Project. This club may not have received any other awards in this department. Awarded in 1980, named for Joyce King, CSFWC Junior Director 1976-1978.

## **Juniorette Angel Award:**

This award was started in 2001 based on the 2000-2002 Director's theme of Diane Maxellon "Juniors are like angels. Touching Lives in Magical Ways". This award recognizes a Juniorette Club for the Best Overall Project that "touched lives in a magical way." An angel bear holding a magic wand is given to the club winning this award.

## **Juniorette Campership:**

This campership is awarded to a member of a Juniorette club who is attending an educational/athletic/recreational or summer camp. An application form can be found in the Juniorette section of this book. The application deadline is the CJW March Board meeting.

## **Juniorette Larina Pettis Membership Award:**

Awarded to the Juniorette club that has done outstanding work in the membership department. This club may not have received any other awards in this department. This award, first given in 1988-89, was named after Larina Pettis, a former CSFWC President.

# **GLOSSARY OF AWARDS AND REPORT WRITING TERMS**

## **Juniorette Sarah Stevens Leadership Award:**

Presented to the Juniorette club that has done outstanding work in the Leadership department. This club may not have received any other awards in this department. This award, first given in 1985-86, was named in honor of Sarah Stevens, the daughter of a former member of the Tolland Junior Woman's Club, Inc. Sarah passed away from leukemia.

## **Marie Bates Juniorette Scholarship:**

This scholarship is given to a Juniorette who upon completion of high school is entering or continuing in an accredited program of higher education. This scholarship was named in honor of Marie Bates, CJW Director 1982-1984.

## **Mental Health Bell:**

This is awarded to a club that excels in the Mental Health Division. This club may not win other awards for Mental Health, but they may win awards in any other health divisions or the Department Overall Award for Health. First awarded in 1980.

## **Mother Earth Award:**

This is awarded to a club that had a Conservation project or projects that helped the earth's environment. First awarded in 2001.

## **Monetary Donation Sheet:**

A project report sheet used to list the monetary donations made by a club for one division. This report is counted as one of your ten project reports for the division.

## **100% Participation Award:**

This is presented to a Junior or Juniorette club that receives 100% participation in state activities as posted on the 100% Participation Record. A copy of this record is included in the Report Writing Section of this book.

## **Overall Club Awards:**

Awarded to one Junior & Juniorette club in each club size at Spring Conference. The Overall Club Awards are determined by a point system assigned to Department awards.

## **President's Report:**

Submitted annually by every club president to the CJW Director. Please follow directions in the Director's section of this book.

## **Project Report Sheet:**

Form for submitting reports for service departments. Samples of forms can be found in the Report Writing section of this book.

## **Report Due Sheet:**

A summary sheet clubs can use for internal record keeping of projects completed.

# **GLOSSARY OF AWARDS AND REPORT WRITING TERMS**

## **Report Information for Club Files:**

A report sheet clubs can use to record project information. The Project Report Sheet can be copied on the back of this sheet for internal use to make club records easier to track.

## **Scholarships:**

Scholarships may refer to scholarships awarded by clubs to local students or it may refer to CJW Scholarships awarded to Maureen Borski and Marie Bates Scholarship applicants.

## **Service Department:**

This refers to all departments that perform service for your community: Arts, Conservation, Current Affairs, Education, Health, Home Life, and State Project.

## **State Project Cherish Doll for Covenant to Care for Children:**

This award was named by Junioresettes at the 2009 Junioresette Spring Conference. This is presented to a Junioresette club for their outstanding volunteer service to Covenant to Care for Children.

## **Summary Sheet:**

A list of all projects and donations made within a department. This includes projects reported and projects not reported.

## **Supportive Material:**

This can include newspaper articles, pictures, brochures or any other informational items regarding a project. This information should be forwarded to the CJW chairs during the year, not at report writing time.

## **Title Page:**

A form that must be attached as a cover sheet to every set of reports submitted to identify the department and club. Samples of this form can be found in the Report Writing section of this book.

## **Uncle Sam Bear:**

Awarded to a club whose projects have the most impact on our service men and women. This club can receive additional awards in Current Affairs. First awarded in 2009.

## **Veterans Key:**

Awarded to the club whose projects have the most impact on Veterans. This club can receive additional awards in Current Affairs. First awarded in 1983.

# **REPORT JUDGING INSTRUCTIONS**

## **GENERAL INFORMATION FOR ALL CHAIRS**

I want to thank each of you in advance, for taking on the important task of judging reports submitted. I believe this task is one of the most important tasks you will face as a CJW chairperson. Please remember that all members of CJW are volunteers, just like all of us. No one makes them volunteer their time. Any projects done by clubs are better than no project at all. Please be kind and do not judge the projects too harshly.

### **GENERAL INFORMATION**

Be careful when judging your own club, even if you know about any unreported fact, you can't let it influence your decisions. You must base your results on exactly what is submitted to you. If you feel uncomfortable judging your club, please ask another CJW member to help with that entire division. If you need help judging your reports contact another CJW board member.

### **DO NOT DISCUSS THE REPORTS WITH ANYONE THAT IS NOT ON THE CJW BOARD**

All project report sheets and the title page should be typed or computer generated. If you receive a handwritten report, please include it in the judging process, as long as it is legible.

### **PLEASE TAKE YOUR TIME TO READ THE FOLLOWING GUIDELINES BEFORE YOU BEGIN THE JUDGING.**

### **PREPARING TO JUDGE REPORTS**

\* Before leaving the President's Dinner meeting, please check to see that you have the reports for the correct department by checking the title page of each report

\* Over the next three days, scan through all the reports (every page) to make sure that all the project sheets fall under your department.

If an error was made and you have another department's project sheet(s) mixed in with yours, please call the other department chair immediately and forward that report to her. Please do not delay in notifying her, as some chairs will finalize their judging faster than others.

- If you decide that a project belongs in another division within your department, make the change. (Place a copy of this report into the club's file at Spring Conference with an explanation of why you moved this report.)
- If you decide that a project belongs in another department, please contact that department chair immediately and discuss it with her. If the two of you cannot come to a decision on what department should judge this report contact the CJW Report Writing Chair for assistance.
- If reports are being moved from one department to another, please inform the club(s) involved by using the attached form. Please date and sign the bottom section and place in the club's file at Spring Conference. Save a copy in case a question should arise.

# REPORT JUDGING INSTRUCTIONS

**\*Double Reporting** - If you believe that a project might also have been reported under another department, please check with that chair as soon as possible before judging the reports.

- Determine together what the intent of the project was and determine the correct placement of the report.
- It is important that issues of improper filing and double reporting be resolved quickly. Double reporting is not allowed. Improper placement of a report or double reporting may unfairly impact the judging results.

\* Organize your reports by club membership (small, medium, large) as provided by the CJW Treasurer. If there is a large discrepancy in the reporting of membership figures please contact the CJW Director about this discrepancy.

\* Set up charts for all club sizes - Large, Medium & Small

\*Set up a schedule for judging, budget your time effectively to ensure you meet the deadline to submit your judging results.

\*Familiarize yourself with the report writing guidelines in the Blue Book. This is the information the clubs will be using when compiling their reports.

\*Read all reports. They now belong to you. You may want to highlight or make notes in the margin.

- Look at what kind of impact the projects had in their community
- Is each project reported in the correct department and division? Look at the intent to determine the proper placement.
- Was the project completed during the just completed March 1 – February 28 club year?
- Does the report indicate a service project or a monetary donation?

**\*Read reports a second time.**

- Chart reports
- Use highlighters or different colored pens to distinguish memorable reports.

**\*For service committees**, clubs may submit up to five (5) reports for each division. This has been changed as of 8/07 - prior to this clubs could submit ten (10) reports for community divisions and five (5) for in-club division. This means a maximum of twenty (20) reports per department. If a club submits more than five (5) reports for a division you must eliminate the extra reports. The first five (5) reports are the ones that are to be judged.

**\*For monetary and fundraising:** If a club is reporting a fundraiser to benefit one project then 51% of the profits from the fundraiser must be dedicated to that project. General fund donations made from the club's general fund maybe reported on a monetary donation sheet. Clubs may list more than one donation on a sheet, but all donations must fall into the same division and only the total dollar amount should be reported on a summary sheet.

# REPORT JUDGING INSTRUCTIONS

## DETERMINING AWARD WINNERS

\*It is CJW policy to give a division and department award wherever possible. CJW is a volunteer organization and the member clubs should be appreciated for their contribution whenever possible.

\* Once your reports are charted, your division and department winners usually appear clear. Or, two or more clubs may look equally deserving of a specific award. If the winners are not clear, go back and reread the reports of the clubs in contention for an award and **compare the impact the projects had on the community**. If necessary, ask another CJW board member to assist you in judging.

\* Types of awards

- **Certificate of Merit** should be given for one project (not a collection of projects). A club may receive a certificate in more than one division. But it shouldn't receive more than one certificate of merit per division. If you are giving a club more than one certificate of merit in a division recheck your charts again to see if it should be getting a division award. You may give every club that reports to you a certificate of merit, as long as they are not receiving a division award in the same division as the c/m or the overall award or a special award (for department overall - Membership, Leadership or State Project or a Special Award in that same division) for your department.
- **Division Awards** are given for one or more projects in a given division. When looking for a winner, look for the club that did projects that had the **most impact on the community**. A club that did one project in a division may have a bigger influence in its community than a club who completed four or five small projects.
- **Overall Award**. A club must submit reports in three out of four divisions to be considered for the overall department award. A club winning the overall in a department cannot win a certificate of merit, a division or any of the following special awards: Joyce King State Project, Janet Knaus Membership, Angela Hamilton Leadership, Juniorette Larina Pettis Membership or Juniorette Sarah Stevens Leadership Awards. It may win any of these special awards - Mental Health Bell, Veteran's Key, Arts Alive, Mother Earth or Helping Hands Awards.
- **Special Awards:**
  - Art - Arts Alive** is awarded to a club that does an outstanding project to keep the Arts alive in their community or state. This club may win other awards in this department, but not a certificate or division for this specific project.
  - Conservation - Mother Earth Award** is awarded to a club that had a project or projects that helped the environment on earth. This club may win other awards in this department, but not a certificate or a division award for this (these) specific project(s).
  - Current Affairs - Veteran's Key** is awarded to the club that does more for veterans than any other club. Since veteran's issues now fall under Current Affairs and the divisions are local, state and national, this club may win other awards under Current Affairs except a Certificate of Merit for a project helping veterans.
  - Health - Mental Health Bell** is awarded to a club that excels in the mental health division. This club may not be awarded any other awards for the Mental Health division, but may win the overall for Health.
  - Homelife - Helping Hands Award** is awarded for one project that greatly impacts the community under this department. This club may win other awards in this department, but not a certificate or division for this specific project.

Revised August 2008

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# REPORT JUDGING INSTRUCTIONS

- **Overall Special Awards**

**Angela Hamilton Leadership Award** is given to a club that has done outstanding work in the Leadership Department. Once all your reports have been charted this club will stand out from the rest and can be a small, medium or large club. This club cannot win any other awards under the Leadership Department.

**Janet Knaus Membership Award** is given to a club that has done outstanding work in the Membership Department. Once all your reports have been charted this club will stand out from the rest and can be a small, medium or large club. This club cannot win any other awards under the Membership Department.

**Joyce King State Project Award** is given to a club that has done outstanding work in the State Project Department. Once all your reports have been charted this club will stand out from the rest and can be a small, medium or large club. This club cannot win any other awards under the State Project Department.

**Juniorette Larina Pettis Membership Award** is given to a Juniorette club that has done outstanding work in the Membership Department. Once all your reports have been charted this club will stand out from the rest and can be a small or large club. This club cannot win any other awards under the Membership Department.

**Juniorette Sarah Stevens Leadership Award** is given to a Juniorette club that has done outstanding work in the Leadership Department. Once all your reports have been charted this club will stand out from the rest and can be a small or large club. This club cannot win any other awards under the Leadership Department.

**Ties** – While It is possible to have a tie, **please don't give out ties unless absolutely necessary.** For divisional, overall and special awards – If you find that you have more than a two-way tie, please recheck your charts and reassess the reports to make sure that one club has not done more than the other two. If you end up with ties for almost all of your awards, please ask another CJW board member to help review your findings.

\* Outstanding club awards will be determined at the April Report Judging Tallying Meeting and reported to the CJW Director and Recording Secretary at the April Board of Director's meeting.

## Quick Recap:

- 1. Special Overall Awards** - cannot win any other awards in that department. See top of this page for list of awards.
- 2. Department Overall Awards** - cannot win any other awards in that department except awards specified on page 3 under Special Awards.
- 3. Special Awards** - see page 3 for explanation of awards.
- 4. Division Awards** - cannot win Overall for this department or any Certificates of Merit in same division. A club may win more than one division award per department.
- 5. Certificates of Merit** - cannot win Overall in this department or Division Award for the same division. Each club should only win one c/m per division.



April 28, 2007

CCCC Junior Women's Club  
Membership Department  
Ann Smith, Club Chair

Sometimes a CJW Department Chair receives a report to judge which fits better under a different department. One report that your club submitted falls into this category. After reviewing your project intent and discussing the project with the other CJW Chair we have decided to switch this report so that it may receive proper acknowledgement.

The CJW Board would like to thank you for participating in the report writing process and appreciates your input at any time.

In Junior Spirit,

Jane Force  
CJW Membership Chair

Project received under Retention & Unity Division, Membership Department.

Project title Book-a-Baby

Project switched to Community Education Division, Education Department.

# CJW REPORT WRITING CHAIR JOB DESCRIPTION

**GOAL:** To guide the clubs in the process of writing and submitting annual Project Reports and to provide the CJW Board with the proper tools and instruction to judge the clubs reports.

## Job Responsibilities

1. To prepare a Report Writing Workshop that can be given at a state, district or club meeting.
2. To visit with clubs to answer any questions regarding the Report Writing process and to encourage clubs to submit reports.
3. To remind the clubs of approaching report writing deadlines and to return award plaques.
4. February CJW Board Meeting
  - a. Review judging procedures with department chairs.
  - b. Set date for judging tallying meeting and inform department chairs of deadline for submitting awards summary sheets to judging committee.
    - i. This meeting must take place approximately 3 week before the CJW Spring Conference to allow time to engrave awards and print the Junior Awards Bulletin.
5. Send reminders to clubs who won awards plaques to return them at the CJW March Board Meeting.
6. CJW March Board Meeting
  - a. Supply containers necessary for chairs to collect the clubs' reports.
  - b. Remind CJW department chairs to check reports to make sure all the reports they received belong to their department.
  - c. Collect award plaques from past winning clubs and contact any clubs that did not return plaques.
7. To chair the Report Judging Committee.
  - a. Preparing tallying sheets for the judging meeting
  - b. Call the judging committee meeting to order and report the results to the CJW Director, Recording Secretary and Junior Bulletin Editor.
  - c. Arrange for awards plaques to be engraved in time for Juniorette Spring Conference & CJW Spring Conference.
8. Spring Conference
  - a. Bring engraved awards to Spring Conference – keep awards covered until presentation to prevent attendees from seeing names of winners.
  - b. Assist CJW Director in handing out special awards.
    - i. Enclose an instruction sheet with awards – to remind clubs to return plaques the following year in the appropriate box.
9. To review the Report Writing process annually.
10. Submit monthly newsletter articles for the CJW Junior Bulletin.
11. Prepare a handout for Fall & Spring Conference, CJW September & March Board Meetings.
12. **Refer to General Information Section 10 -H & I** for other responsibilities of CJW Board of Director members.