



GFWC Florida Junior Reporting Handbook 2011-2012



Printed: July 2011

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Please report! Reporting is a way for us to share with other clubs while recognizing and documenting the volunteer work we do.

**This reporting manual and a sample report are available on the GFWC Florida website:
www.gfwcflorida.org**

**If you have any questions, please contact:
Catrina Sistrunk, Vice Director of Junior Clubs**

GFWC Florida JUNIOR Reporting & Award DUE Dates

December 31

- Club Remittance Form and Dues sent to GFWC Florida Headquarters in Lakeland

January 15

- Honor Score.....to Junior Corresponding Secretary
- All GFWC Florida reports.....to Junior District Director AND Vice Director
- Individual GFWC Florida reports.....to Junior Chairmen
- Club Yearbook and 4 Newsletters.....to Junior Editor

February 15

- Juniors' Special Project (One Voice for Children) Grant Application
- Mary Ann Taylor Award
- Nancy Crawford Leadership Award
- Youth Leadership Awards
- Charlotte Meeds Smith Volunteer Award
- Teddy Hulse Junior to Junior Interaction Award
- Joyce Johnston Junior to Juniorette Interaction Award
- Judy Lutz Federation Interaction Award
- Jennie June Croly Education Scholarship Application
- Gail Hill-Smith Marketing Award
- GFWC Star Pins

All forms can be downloaded from the GFWC Florida website. Please note to whom each form is due on the bottom of each page!

www.gfwcflorida.org

GFWC & GFWC Florida Award, Contest and Grant DUE Dates

Due dates are for both 2011 and 2012, unless noted otherwise

December 1

- GFWC Florida LEADS Application**

February 1

- GFWC Florida Member Poetry Contest**
- GFWC Florida Member Short Story Contest**
- GFWC Florida Youth Poetry Contest**
- GFWC Florida Youth Short Story Contest**

March 1

- GFWC Press/Media/Publicity Book (\$150 awarded)**

March 15

- GFWC Website Contest (\$50 awarded)*
- GFWC Newsletter Contest (\$50 awarded)*

April 1

- GFWC Florida Volunteers in Action Photo Contest (\$100 awarded)**
- GFWC Florida The World in Pictures Photo Contest (\$100 awarded)**

May 1

- GFWC A Year in Pictures Photo Contest (\$100 awarded)*

January 1, 2010 through February 1, 2011

- GFWC Florida Website Contest (\$50 awarded)**

September 16-17, 2011 (Fall Board)

- Scrapbook Contest**

March 1, 2012

- Community Improvement Program (up to \$5000)**

***Check the GFWC Awards, Contests and Grants section of the 2010-2012 GFWC Club Manual for submission details. The GFWC Club Manual is available online at www.GFWC.org.**

****Check the GFWC Florida website, www.gfwcflorida.org, for submission details**

GFWC also offers Club Recruitment Grants, District Club Building Grants and Literacy Grants.
Please check the GFWC website for more information.

Contact List

If you have any questions, please contact the Junior Community Service Program Chairman, Junior Focus Area Chairman, your Junior District Director, the Vice Director of Junior Clubs or the Director of Junior Clubs.

*** Each Community Service Program/Area report IS DUE to the Junior Chairman and JDD by 11:59 p.m. EST on January 15.**

Officers and Chairmen

Director of Junior Clubs

Jolie Frankfurth
17529 Edinburgh Drive
Tampa FL 33647
813-973-3911
buckeyefl@aol.com

Membership Report

Dara Bergdoll, Director Elect of Junior Clubs
17650 NE 60th Street
Williston FL 32696
352-528-6730
darabeth1@hotmail.com

Vice Director of Junior Clubs

Catrina Sistrunk
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Williston FL 32696
352-528-6364
rcsistrunk@webkraft-hs.net

Honor Score

Tracy Ducar, Corresponding Secretary
152 Lake McLeod Drive
Eagle Lake FL 33839
863-307-4679
tracyducar@hotmail.com

Leadership Report

Shannon Boylan, Chairman
2669 Augusta Drive South
Clearwater FL 33761
727-251-5931
boylanspb@aol.com

Press/Media Books

GFWC Florida Identity/PR Chairman
Meda Jenson
18640 SW 295th Terrace
Homestead FL 33030

(4) Hard Copies of Newsletter, (1) Hard Copy of Yearbook & Form

Joy Wright, Junior Editor
1927 Kimball Court
Lakeland FL 33813
863-644-0818
jwright38@hotmail.com

Juniors' Special Project (One Voice for Children) Report

Robin Carvajal, OVFC Collaboration Chairman
15144 Thoroughbred Lane
Montverde FL 34756
407-469-4427
thesilverage@embarqmail.com

and

Anne Messer, OVFC Partnership Chairman
5803 Rockwood Avenue
Orlando FL 32839
321-689-3086
ram72056@yahoo.com

Communication & Identity Report

Shannon Bailey, Co-chairman
1000 14th Street N
St. Petersburg FL 33705
727-365-7112
bongabailey@yahoo.com

and

Racquel Sturgis, Co-chairman
7002 Cripple Creek Road
Plant City FL 33565
813-986-4372
trsturgis@comcast.net

Arts Community Service Program Report

Jennifer Mann, Arts Collaboration Chairman
100 Augusta Road, #108
Panama City FL 32407
850-252-5530
jlmfsu@aol.com

and

Mary Ward, Arts Partnership Chairman
28 Starboard Way
Tequesta FL 33469
561-379-4737
ward9025@bellsouth.net

Conservation Community Service Program Report

Bethani Coone, Conservation Collaboration Chairman
1305 Lake Shore Ranch Drive
Seffner FL 33584
813-763-8083
coone842905@aol.com

and

Candice Melton, Conservation Partnership Chairman
4902 West San Nicholas Street
Tampa FL 33629
850-728-8824
candice.melton@gmail.com

Education Community Service Program Report

Sara Ben-Shoshan, Education Collaboration Chairman
2104 NW 15th Avenue
Gainesville FL 32605
352-373-3366
sara@benshoshan.com

and

Cherie Hall, Education Partnership Chairman
4068 Blindbrook Court
Tallahassee FL 32303
850-459-1794
cherieh@disabilityrightsflorida.org

Home Life Community Service Program Report

Susan McQueary, Home Life Collaboration and
Partnership Chairman
500 Trinity Lane, #7105
St. Petersburg FL 33716
727-572-6870
susanmcqueary@aol.com

International Outreach Comm. Service Program Report

Alicia Terry Gainer, Int. Outreach Collaboration Chairman
5242 Melissa Drive
Panama City FL 32404
850-527-9919
aliciamterry@gmail.com

and

Claire Portmann, Int. Outreach Partnership Chairman
1605 US Highway 1, Mile 201
Jupiter FL 33477
561-676-2008
cjportmannfwc@gmail.com

Public Issues Community Service Program Report

Robin Osborne, Public Issues Collaboration Chairman
6461 Winding Lake Drive
Jupiter FL 33548
561-818-1511
robin@jupiterrealtyinfo.com

and

Elaine Locke, Public Issues Partnership Chairman
1422 North Bay Drive
Lynn Haven FL 32444
850-248-9995
elainepl@msn.com

Fundraising Report

Anita Long, Co-chairman
7601 Leon Avenue
Temple Terrace FL 33637
813-988-4656
anita@businessinkprinting.com

and

Lynn Werner, Co-chairman
404 Glen Ridge Avenue
Temple Terrace FL 33617
813-335-3092
ttwerners@msn.com

Programs Report

Michele Small, Chairman
18131 Longwater Run
Tampa FL 33647
813-907-0133
mksmall22@hotmail.com

Junior District Directors

District 2

Christine Peaden
321 Alexander Drive
Lynn Haven FL 32444
850-960-4475
Cpeaden@comcast.net

District 3

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1933 Lawson Road
Tallahassee FL 32308
850-878-2010
Pattis@nettally.com

District 4

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Jacksonville FL 32205
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District 5

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628 SW 7th Avenue
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District 6

Sally Ann Corbley
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District 8

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District 9

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District 10

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District 11

Lynn Guadamuz
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Cutler Bay FL 33189
772-532-8055
topazfrogs@yahoo.com

District 14

Barbara Dolan
8328 40th Place North
St. Petersburg FL 33709
727-341-2201
jaybarb@tampabay.rr.com

If your club is without a Junior District Director, please send your reports to:

**Dara Bergdoll, Director Elect of Junior Clubs
17650 NE 60th Street
Williston FL 32696
352-528-6730
darabeth1@hotmail.com**

Reporting Procedures

Do not send anything directly to GFWC or GFWC Florida Chairman (unless specified).

DUE January 15th 11:59 p.m. EST

Dates	January 1, 2011 through December 31, 2011
To Whom	All of your GFWC Florida reports and honor score go to your Junior District Director <u>AND</u> Each Community Service Program/Focus Area report goes to the appropriate GFWC Florida Junior Chairman.
When	Email or USPS postmarked by <u>JANUARY 15</u> of each year. Keep at least one copy for your club records. Your JDD and Junior Chairmen will send you a confirmation email stating your report has been received.
How	E-mailing Reports: You may e-mail your reports in a Word and/or Excel document. OR Mail a Hard Copy

Report What?

Reporting reflects a club's efforts and is an opportunity to share programs and projects undertaken by the club to enhance the club's efforts which benefit the club members and their community.

Start Now Read this reporting manual thoroughly! Bulletins from chairmen that are published throughout the year may also contain valuable information on reporting.

Records Collect information from the very beginning of a project and continue through its completion. Only club related activities, programs and projects are to be included in reports. Check your club minutes, newsletters, bulletins and treasurer's records for all information pertaining to reportable activities, programs, and projects.

Reasons for Disqualification of Reports

Late Federation Dues - Dues and Remittance Form must be postmarked on or before December 31st.

2. Failure to meet reporting deadlines.
3. All reports not sent to JDD on or before January 15th.
4. Individual reports not sent to Junior Chairman on or before January 15th.
5. Double Reporting in those areas where it is not allowed.
6. Report not typed.
7. Reduced copy or font size smaller than 12 pt.
8. Correct Reporting Forms from the current administration were not used.

If a report has been disqualified, the Director of Junior Clubs will contact you by the phone and in writing. If a club exceeds page limitations within a report, only the portions of the report that fall within those limitations will be judged.

DOUBLE REPORTING

There are very few areas where a club can report a project in more than one report. The exceptions are:

Programs (see page 11)

Fundraising

Communications and Public Identity

Community Improvement Program (CIP) will only be reported in 2012

Double reporting is not permitted between Community Service Programs (CSPs).

If your questions need further clarification, feel free to contact your Junior District Director, the Junior Chairman or the Vice Director of Junior Clubs.

GFWC Community Service Programs and Reporting Divisions

The 2010-2012 General Federation of Women's Clubs Administration is using the term Community Service Programs (CSPs) to identify what we know as a department. Their new titles are as follows:

1. Arts
2. Conservation
3. Education
4. Home Life
5. International Outreach
6. Public Issues

GFWC and GFWC Florida have a Partnership Chairman and a Collaboration Chairman for each CSP and Juniors' Special Project.

Partnership: Programs and projects that a club carries out on behalf of the national or international level organizations with whom GFWC has a formal relationship, or partnership. These partners have developed programs specifically for GFWC clubs.

Collaboration: Programs and projects that clubs initiate independent of any GFWC relationship, while meeting the needs in their own communities. (Any project not done with/for a GFWC Partner!)

Arts CSP-

Partnership:

American Mural Project
Very Special Arts

Collaboration: any other Arts project

Conservation CSP-

Partnership:

Humane Society
Keep America Beautiful

Collaboration: any other Conservation project

Education CSP-

Partnership:

American Library Association
Mentoring USA
Reading Rockets

Collaboration: any other Education project

Home Life CSP-

Partnership:

Alzheimer's Association
Canine Companions for Independence
Easter Seals
Habitat for Humanity
March of Dimes
Nat'l Heart Lung Blood Institute
Nat'l Osteoporosis Foundation
WISER

Collaboration: any other Home Life project

International Outreach CSP-

Partnership:

CARE
Heifer Project International
INMED
Operation Smile
Plan USA
US Fund for UNICEF
United Nations Association of the USA

Collaboration: any other International Outreach project

Public Issues CSP-

Partnership:

Coalition against Bigger Trucks
Nat'l Disaster Search Dog Foundation
Nat'l Safety Council
Safe Kids USA
Sew Much Comfort
WIMSA

Collaboration: any other Public Issues project

Juniors' Special Project (One Voice for Children)-

Partnership:

Emergency Medical Services for Children (EMSC)
Girls on the Run
National Foster Parent Association
Special Olympics

Collaboration: any other Juniors' Special Project (OVFC) project

GFWC Focus Areas: Leadership, Membership, Fundraising, Communications and Identity (PR), Junior Editor and Programs are not broken down into Partnerships and Collaborations. Junior Editor and Honor Score require special reporting forms (and **no** statistical sheets).

Reporting Guidelines

For each report submitted, use the corresponding statistical form.

Do not use abbreviations or acronyms that the chairman will not understand.

Group all projects by divisions (listed on previous page).

There is a six (6) page maximum. Use only the front side.

Round minutes up to the nearest hour and monies to the nearest dollar amount.

STATISTICAL SHEET

Heading

- Use the official name of your club as printed in the GFWC Florida Manual.
- Indicate the year (2010 or 2011) in which the projects or programs were completed.
- Number of members for which dues were paid.
- Club Chairman or member responsible for the report and her contact information.

Information

- Number each project (1, 2, 3, 4...) consecutively for clarification.
- Each project must be reported within the appropriate division of the GFWC Community Service Program/Focus Area (i.e. Partnership and Collaboration). These divisions are listed on the previous page. Only projects performed with/for the specific "Partner" may be listed under Partnership.
- Give each project a name. Use more than one line if needed, but do not write any descriptive narrative on these lines.
- Indicate the total number of members who participated in the project/program. ***The total number of members cannot exceed the number of members in your club.***
- Indicate the total number of hours spent on the project/program. Round off to the nearest hour. ***Do not count hours from friends, neighbors or family.***
- Dollars Donated/Raised is the monetary amount donated or raised to participate and fund programs and projects.
- In-Kind Donations is the monetary value for goods provided for programs and projects.
- Indicate if the project is an Honor Score item (see pages 16 and 17).
- Indicate if the project is a Mary Clark Point item (see "Other Area" section on page 15).
- If the statistical sheet is downloaded from the GFWC Florida website, the totals should be automatically computed. Please confirm the totals from the Excel spreadsheet formulas.
- If more rows are needed, insert as many as needed! Please double check that the numbers entered are being added to the totals for each category.

NARRATIVE PAGE(S)

- Narratives are optional, but will enhance chances of recognition, understanding and appreciation of the project. Tell the successes, failures, reactions and if it met the needs of your members and/or community. Tell the who, what, why, when, where and how of the project!
- A maximum of six (6) pages, front side only, are allowed for narratives.
- A 12 pt. (non script) type is the minimum acceptable size.
- The left hand margin should be at least 1/2".
- Narratives should be numbered to correspond to projects on statistical page.

SUPPORTIVE MATERIAL

Do not send supportive material...it will not be used to judge reports.

JUNIOR HONOR SCORE (page 15)

Send the completed Honor Score form to the Junior Corresponding Secretary AND your Junior District Director by January 15th, 11:59 p.m. EST. Be sure to retain a copy for club files. Clubs receiving a score of 100 points or more will receive an Honor Score Certificate at GFWC Florida Convention.

All points claimed on the Honor Score must also be in the appropriate club report. Items not found in the reports WILL NOT count in your club's total Honor Score points.

All Honor Scores will be verified by JDDs, Junior Chairmen and Junior Executive Committee.

Program or Project?

What is a program?

A program is a one-time event that is presented to your club membership, usually but not always, at a regularly scheduled club meeting. As long as some kind of information is presented to your members...it is a program. Programs are learning experiences and can be videos, speakers, games, performers, demonstrations, hands-on activities, etc.

Isn't that a project?

Yes! A project can also be a one-time informational event at a club meeting.

EVERY item in the Programs report should be in a CSP or Focus Area Report also!

For example: If you had a speaker about Library Services, you would report it in Education and in Programs. If you had a "Federation Bingo," you would report that in Membership and in Programs.

Where Do I Report Projects?

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

(P) = Partnership

(C) = Collaboration

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

Alzheimer's Association—Home Life (P)	Identity Theft Resource Center—Home Life (C)
American Cancer Society—Home Life (C)	Internet Safety and Cyberbullying—OVFC (C)
American Field Service—International Outreach (C)	Keep America Beautiful—Conservation (P)
American Heart Association—Home Life (C)	March of Dimes—Home Life (P)
American Library Association—Education (P)	Mentoring USA—Education (P)
American Mural Project—Arts (P)	Mom's Rising—OVFC (C)
Annual District Meeting Attendance—Membership	Nat'l Cancer Institute—Home Life (C)
Box Tops for Education—Education (C)	Nat'l Crime Prevention Council—Public Issues (C)
Bullying and Children—OVFC (C)	Nat'l Disaster Search Dog Found. —Public Issues (P)
Butterfly Gardens—Conservation (C)	Nat'l Foster Parent Association— OVFC (P)
CARE—International Outreach (P)	Nat'l Heart Lung Blood Institute—Home Life (P)
CASA— OVFC (C)	Nat'l Highway Traffic Safety Admin.—Public Issues (C)
Canine Companions for Ind. —Home Life (P)	Nat'l Safety Council—Public Issues (P)
Children's Book Council—Education (C)	Nat'l Wildlife Federation—Conservation (C)
Club Socials—Membership	Nike Reuse-a-Shoe Program—Conservation (C)
Club Strategic Planning—Leadership	Operation Smile—International Outreach (P)
Coalition against Bigger Trucks—Public Issues (P)	Organ Donor Programs—Home Life (C)
Comfort Pillows—Home Life (C)	Patriotic Activities, Flag Etiquette—Public Issues (C)
Coupons for Soldiers—Public Issues (C)	Plan USA—International Outreach (P)
Doctors w/out Borders—International Outreach (C)	Project Vote Smart— Public Issues (C)
Domestic Violence— Public Issues (C)	Read Across America—Education (C)
Drug Free America—OVFC (C)	Reading Rockets—Education (P)
Earth Day Network—Conservation (C)	Safe Kids USA—Public Issues (P)
Easter Seals—Home Life (P)	Save Our Streams—Conservation (C)
Emergency Medical Services for Children—OVFC (P)	Sew Much Comfort—Public Issues (P)
FEMA—Public Issues (C)	Skin Cancer Foundation—OVFC (P)
GFWC ESO—Education (P)	Special Olympics—OVFC (P)
GFWC LEADS—Leadership	Stop Medicine Abuse—OVFC (C)
GFWC Florida Convention Attendance—Membership	Take Stock in Children—Education (C)
GFWC Florida Fall Board Attendance—Membership	Teacher Appreciation—Education (C)
Girls on the Run - OVFC (P)	United Nations—International Outreach (P)
Guardian ad Litem—OVFC (C)	U.S. Fund for UNICEF—International Outreach (P)
Habitat for Humanity—Home Life (P)	Very Special Arts—Arts (P)
Hacienda—OVFC (C)	Women in Military Service for America—Public Issues (P)
Heavenly Hats—Home Life (C)	Women's Inst. For a Secure Retirement—Home Life (P)
Heifer Project—International Outreach (P)	Women for Women International—Int. Outreach (C)
Humane Society—Conservation (P)	Yard of the Month—Conservation (C)
INMED—International Outreach (P)	Youth Leadership Nomination—Leadership

GFWC Florida Junior Awards

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

Junior Awards Distribution at Convention

Six Community Service Programs	up to 4 awards in each category	96
Membership	up to 4 awards in each category	16
Leadership	up to 4 awards in each category	16
Programs	up to 4 awards in each category	16
Fundraising	up to 4 awards in each category	16
Communications & Identity	up to 4 awards in each category	16
Junior Editor	up to 4 awards in each category	32
Juniors' Special Project	up to 4 awards in each category	16
OVERALL	Emmy Awards (per category)	1
	Mary Clark	1
Total possible number of Junior Awards		up to 229

Mary Clark Point System

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

Six CSPs, Membership, and Leadership (up to 4 awards each category)		
1st Place.....	10 points	3rd Place.....6 points
2nd Place.....	8 points	4th Place.....4 points
Juniors' Special Project: One Voice for Children (up to 4 awards each category)		
1st Place.....	16 points	3rd Place.....12 points
2nd Place.....	14 points	4th Place.....10 points
Programs, Fundraising, Communications and Public Identity (up to 4 awards each category)		
1st Place.....	8 points	3rd Place.....4 points
2nd Place.....	6 points	4th Place.....2 points
Junior Editor Yearbook and Junior Editor Newsletter (up to 4 awards each category)		
1st.....	5 points	3rd Place.....3 points
2nd.....	4 points	4th Place.....2 points
Honor Score:		
1-100 points		5 points
101-125 points		10 points
126-150 points		15 points
151-175 points		20 points
176-200 points		25 points
201+		30 points

Other Areas (To be verified, must be reported in the following GFWC Florida Reports):

Membership Report:

Full delegation* at Fall Board	2 points
Full delegation* at Convention.....	2 points
Membership Increase 1-10%.....	1 point
11-20%.....	3 points
21%+.....	5 points

Community Service Program Report:

Joint Project with another community organization OTHER THAN a Federated Club.....4 points

Leadership Report:

One or more club members holds a State (JPC/JEC) or GFWC Leadership position..... 3 points
 Club member (other than JPC member) attend Summer Planning in odd-numbered year.....2 points

Communications and Public Identity Report:

Maintain and Update a club website that is linked to GFWC and GFWC Florida.....2 points

Total Points Possible: 180 points

Factors for determining Mary Clark winner in case of a tie:

Total Honor Score Points, then if tie still exists

Total Honor Score Points in "Representation at Federation Functions" Section

** Full delegation is representation of active clubs as outlined in GFWC Florida By Law XII, Section 4. Junior Planning Committee Members **DO NOT** count towards a club's "Full Delegation" because they should be registered as JPC Members. The purpose of these points is to reward clubs that have members other than JPC members attend these meetings.*

GFWC Florida Junior Honor Score 2011-2012

Email this form to Tracy Ducar, Junior Corresponding Secretary (tracyducar@hotmail.com)

Club Name:

Club President:

Email Address:

Phone Number:

District #:

All Items MUST be found in the club's GFWC Florida report indicated to receive points.

Community Service Program Areas	
Reported project in:	
* Arts Collaboration - 3 pts	
* Arts Partnership - Gave a monetary donation to a GFWC Partner - 1 pt	
* Arts Partnership - Participated in a project with/for a GFWC Partner - 2 pts	
* Conservation Collaboration - 3 pts	
* Conservation Partnership - Gave a monetary donation to a GFWC Partner - 1 pt	
* Conservation Partnership - Participated in a project with/for a GFWC Partner - 2 pts	
* Education Collaboration - 3 pts	
* Education Partnership - Gave a monetary donation to a GFWC Partner - 1 pt	
* Education Partnership - Participated in a project with/for a GFWC Partner - 2 pts	
* Home Life Collaboration - 3 pts	
* Home Life Partnership - Gave a monetary donation to a GFWC Partner - 1 pt	
* Home Life Partnership - Participated in a project with/for a GFWC Partner - 2 pts	
* International Outreach Collaboration - 3 pts	
* International Outreach Partnership - Gave a monetary donation to a GFWC Partner - 1 pt	
* International Outreach Partnership - Partic. in a project with/for a GFWC Partner - 2 pts	
* Public Issues Collaboration - 3 pts	
* Public Issues Partnership - Gave a monetary donation to a GFWC Partner - 1 pt	
* Public Issues Partnership - Participated in a project with/for a GFWC Partner - 2 pts	
* Juniors' Special Project Collaboration - 3 pts	
* Juniors' Special Projects (One Voice) - Gave a monetary donation to a GFWC Partner- 3 pts	
* Juniors' Special Projects (One Voice) - Participated in a project with/for a GFWC Partner- 3 pts	
GFWC Advancement Areas/Other	
* Communications and GFWC Identity - 3 pts	
* Fundraising - 3 pts	
* Programs - 3 pts	
* Junior Editor Yearbook submission - 2 pts	
* Junior Editor (4) Newsletters submission - 2 pts	
* Junior Editor GFWC Florida Clubwoman article submission - 2 pts	
LEADERSHIP	
<i>Contributions sent to GFWC Florida Headquarters with dues: (less than 50 cents per member = 2 pts, 50 cents + per member = 5 pts)</i>	
* GFWC Florida Junior Travel Fund 2 or 5 pts	
* GFWC Florida Officers and Chairman Expense Fund - 2 or 5 pts	
* GFWC Florida State Headquarters Maintenance Fund - 2 or 5 pts	
* Juniorette Scholarship Fund - 2 or 5 pts	
* Junior Scholarship Fund - 2 or 5 pts	
* "One Voice for Children" Fund - 2 or 5 pts	
* Youth Leadership Fund - 2 or 5 pts.	
* Club or a club member is a member of GFWC Florida 1895 Society \$18.95 - 1 pt \$189.50 - 3 pts \$1895.00 - 5 pts	
<i>Contributions sent directly to individuals on or before 12/31 of reporting year: (less than 50 cents per member = 5 pts, 50 cents + per member = 10 pts)</i>	
* State Director of Junior Clubs 5 or 10 pts	

	* Junior District Director 5 or 10 pts	
	* Junior Officer or Junior Chairman 5 or 10 pts	
MEMBERSHIP		
	Reported membership recruitment in all 6 CSP areas - 1 Pt per CSP area	
	Started/Mentored a New Club - 4 pts	
	Names and addresses of newly elected officers sent to JDD, Jr. Corr. Secretary, GFWC Florida and GFWC Headquarters and State President, within one month after elections - 5 pts	
	Dues and Remittance Form received by GFWC Florida Headquarters on or before 12/31 - 5 pts	
	<i>Federation Functions:</i>	
	* Representation at Annual District Meeting - 3pts	
	* Representation at GFWC Convention in Omaha 2010 or Milwaukee 2011 - 3 pts	
	* Representation at Spring District Workshop - 2 pts	
	* Representation at District Junior President's Council - 2 pts	
	* Representation at Southern Region Conference - 2 pts	
	* Representation at District Arts and Crafts Festival - 2 pts	
	* Representation at Summer Planning - 2 pts	
	* Representation at GFWC Florida Legislative Days - 2 pts	
GFWC FLORIDA NOMINATIONS & APPLICATIONS		
	Nomination/Application	Reported in:
	Submitted entry to District Arts & Crafts Festival - 2 pts	(Arts)
	<i>Submitted nomination for:</i>	
	* GFWC Florida LEADS - 3 pts	(Leadership)
	* Nancy Crawford Leadership Award - 3 pts	(Leadership)
	* Youth Leadership Award (any dept.) - 3 pts	(Leadership)
	* Gail Hill-Smith Marketing Award - 3 pts	(Comm&Id)
	* GFWC Florida Website Contest - 2 pts	(Comm&Id)
	* Jennie June Croly Education Scholarship - 3 pts	(Education)
	* Charlotte Meeds Smith Volunteer Award - 3 pts	(Membership)
	* Teddy Hulse Jr./Jr. Interaction Award - 3 pts	(Membership)
	* Joyce Johnston Jr./Juniorette Interaction Award - 3 pts	(Membership)
	* D. Judith Lutz General/Jr. Interaction Award - 3 pts	(Membership)
	* Mary Ann Taylor Child Advocacy Award - 3 pts	(Jrs' Special Project—One Voice)
	Submitted application for One Voice for Children Grant - 3 pts	(Jrs' Special Project—One Voice)
GFWC NOMINATIONS & APPLICATIONS		
	Nomination/Application	Reported in:
	<i>Submitted:</i>	
	* Major story from local newspaper to GFWC Communications Chairman - 2 pts	(Comm&Id)
	* GFWC Membership Seasonal Recruitment Campaign - 2 pts	(Membership)
	* Nomination for the GFWC Jennie Award - 3 pts	(Leadership)
	* Entry to one GFWC Writing, Short Story, Poetry or Photo Contest - 2 pts	(Arts)
	* Community Improvement Program (CIP) Entry - 3 pts	(Corresponding CSP)
TOTAL POINTS EARNED:		

GFWC Florida

Junior Editor Report Cover Page

Club Name _____ District _____

Contact Person _____ # of Members _____

Phone _____ Email _____

A regular report is not required for the Junior Editor. However, some facts and figures are needed to prepare accurate GFWC Florida and GFWC reports. Submit this cover page directly to the Junior Editor. **Reminder:** Send at least four different newsletters (from Jan. - Dec.) and one hardcopy of your club yearbook to the Junior Editor, postmarked no later than **January 15**.

No Press Books please.

Send Press/Media Books to GFWC Florida Identity/PR Chairman, Meda Jenson (address on page 4).

NEWSLETTERS

Does your club provide a newsletter for members? YES NO

Approximately how much did your newsletters cost? _____

Approximately how many hours were spent? _____

How many newsletters did you have during the year? _____

YEARBOOK

Does your club provide a yearbook for members? YES NO

Approximately how much did your yearbook cost? _____

Approximately how many hours were spent? _____

FFWC/GFWC Clubwoman

How many articles did your club submit for the GFWC Florida Clubwoman? _____

How many articles did your club submit for the GFWC Clubwoman? _____

Did your club submit an entry in the GFWC newsletter contest? _____

Submit this form to: Joy Wright, GFWC Florida Jr. Editor
1927 Kimball Court South
Lakeland FL 33813
jwright38@hotmail.com
AND
your Junior District Director

GFWC Reporting Information

Each club has the opportunity to report directly to GFWC Headquarters in Washington D.C.

Reports may be submitted to GFWC online, by postal mail, email or fax.

GFWC reporting forms can be found in the *GFWC Club Manual located on the GFWC.org website*.

Reporting to GFWC should not require any additional work on the part of the clubs; simply transfer the information contained in the reports you are compiling for GFWC Florida.

You may attach a narrative although it is not required. Should you choose to attach a narrative be sure to check the appropriate column on the form that indicates a narrative is enclosed.

If you have any questions about GFWC reporting,
please consult your JDD or Vice Director of Junior Clubs.



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Specialist In Orthodontics
CHILDREN & ADULTS

**Thank you to
Dr. and Mrs. Matthew Johnson
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GFWC Florida
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