

## **A Guide for Reporting Club Projects-** **2010 - 2011**

When deciding where to report a project, the first step should be to review the material listed below. Choose one or two of the departments where you might think the project should be reported. Verify that the project is listed there. In the majority of the cases, that is where the project should be reported. However, in some cases, a secondary step is also needed. One must determine the intent of the project. If you painted a mural on the wall of a pediatric ward in the hospital, did you do it to decorate the wall or to cheer up the patients? If you wanted to decorate the wall, the project would be reported in the Arts Department. If you wanted to cheer up the patients, you would report this in Home Life.

### **Community Service Projects (CSP's)** **Collaboration & Partnership**

**Collaborations** — any project that is not considered being in Partnership with the General Federation.

**Partnership -** GF has partnered with certain organizations and we have to report projects we do in those areas under Partnership.

Please check the GF manual for additional information on the partnerships.

Every club president has received this manual — you can also find this information on the GF web site... [www.gfwc.org](http://www.gfwc.org) and click on **2010-2012 Club Manual**.

**Send your Collaboration and Partnership reports to both CSP chairman.**

**Double or cross reporting will be accepted ONLY in these areas**

**> Programs, Public Relations and Fund Raising.**

#### **Arts Collaboration**

Art/Music Scholarships

Art Shows/Exhibits

Artist in Residence Program

Bra Decorating Contest Participation & Support (could also be Focus on Health)

Performing Arts

Club Arts and Crafts Classes and Workshops

Club Table Decorations

Chorus/Singing Groups

Concert/Play/Ballet Sponsorship

Crafts Shows

Creative Writing

Decorate a Hospital Ward for Holidays

Design a Card Contest

Drama

Flower Arranging

Murals

Murder Mystery Night  
Music Schools/Club/Other  
Musical Instrument Collection/Purchase  
National Music Week  
Opera-attend/support  
Paints in the Parks  
Photography Contests  
Save our Sculpture  
Short Story Contest  
Scenery for Theater Group  
Sing-a-longs  
Table Decorations (Club)  
Window Painting  
Writing Contests  
Youth Art Month  
Youth Poetry Contest  
Youth Short Story Contest

### **Arts - Partnership**

American Mural Project – [www.AmericanMuralProject.org](http://www.AmericanMuralProject.org)  
VSA Arts [Info@VSArts.org](mailto:Info@VSArts.org)

### **Conservation - Collaboration**

Adopt an Animal  
Aluminum tab Collection (or under Home Life if for Ronald McDonald House)  
American Forest Global Relief  
American Rivers Program  
Animal Rescue and Management, ASPCA  
Backyard Conservation Bird Friendly  
Backyard Celebrate American Recycling Day  
on Nov 15  
Climate Change Awareness and Projects  
Community Environment Assessments  
Energy Awareness  
Energy Conservation Programs  
Environmental Issues  
Forest/Park Ranger Programs  
Friends of the Everglades  
Humane Society  
Inkjet Cartridge Recycling  
Investigation of —carbon foot printll programs  
Kind News Subscriptions  
National Audubon Society  
National Parks/ National Park Week  
National Registry of Trees  
National Resource Defense Council  
National Wildlife Federation  
NIKE-Reuse –a –Shoe Program

Park Ranger Programs  
Plant Native Plants  
Recycling  
Resource Defense Council  
River keeper Programs  
Save Our Streams Programs  
Urban Sprawl Awareness and Prevention  
Water and Soil Conservation  
Xeroscape Projects  
Adopt a Highway, Litter Clean-up  
America Forest Foundation  
American Forests Program  
America in Bloom Participation  
America the Beautiful Fund  
Arbor Day  
Audubon  
Backyard/school yard habitat  
Beach/River/Lake/Stream Cleanup Programs  
Beautification of Town Areas  
Brown Bag Earth Day  
Butterfly Gardens  
Cancelled Stamps Audubon Society  
Community Clean-ups  
Community Gardens  
Education of Gardening and Tree Planting  
Earth Day Celebration  
Free Flower and Vegetable Seeds  
Gardens/Pond Tours  
Golden Broom Awards for businesses  
Graffiti Clean-up  
Graveyard Cleanup and Beautification  
Great America Clean-up  
Keep America Beautiful Projects  
KIND News Project/Kids and Kindness  
Litter Clean-up  
Master Gardener Projects  
National Arbor Day  
Plant Trees Honor/Memorial  
Project Learning Tree Participation  
Remembrance Garden  
Serenity Garden  
Tree Plantings/Sales  
Tree City USA  
Wildflower Plantings  
Yard of the Month

### **Conservation Partnership**

The Humane Society of the United States - [www.HumaneSociety.org](http://www.HumaneSociety.org)  
Keep America Beautiful, Inc. - [www.KAB.org](http://www.KAB.org)

## **Education Collaboration**

Book Clubs/Discussions/Reviews

Book Drive

Book Donations/Book Memorial

Books for Babies

Box Tops for Education

Boys/Girls Scouts/Clubs ( or Leadership)

Braille Work

Campbell's Labels

Children's Books on Tape

Class Assistance/Volunteers

Elderhostel

Family Reading

Friends of the Library

How to Use the Library Programs

Lending Video Library/Club

Library Card Signups

Library Support/Donations/Craft Days

Mentor/Student

National Authors Day

National Children's Book Week

National Library Week

National Scholarship Month

PACE Center for Girls

Presidential Freedom Scholarships

Promote local authors

Reading Groups

Scholarships

Summer Reading Programs

Take Stock in Children

Adult Education Classes

Adopt a Classroom

After School Action Kit

After School Alliance

After School Programs

Backpack Project for Local Schools

Box tops for Education

Elderhostel (new name isll Exploritasll)

First Book

Head Start Support Illiteracy Prevention

Learning Disabled/Exceptional Education

Lights on After School

Literacy Day

Literacy Volunteers of America

Reading Programs (Reading is Fundamental, Reading Across America)

Spelling Bees

Teen Read Week

Tutoring/ GED/ESOL

## **Education Partnership**

American Library Association [www.ALA.org](http://www.ALA.org)

GFWC- Epsilon Sigma Omicron [www.GFWC.org/ESO](http://www.GFWC.org/ESO)

Mentoring USA [www.MentoringUSA.org](http://www.MentoringUSA.org)

Reading Rockets/WETA Public Television [www.ReadingRockets.org](http://www.ReadingRockets.org)

## **Home Life Collaboration**

### **Helping Hands in the Community Program**

Adopt-A-Family

Adult Day Care

Aluminum Tab Collection for Ronald McDonald House

Assistance Dogs Awareness

Babysitting Classes (or Public Issues)

Big Sister/Big Brother (or Education)

Birthday Bags for Sheltered

Bootie and Premie Hats for Newborns

Braille Work for Visually Impaired

Cancelled Stamps for Habitat for Humanity

Canine Companions for Independence Support/Puppies/Donations

Clothing Drives

Community Food Bank of Florida

Devotions/Inspirations Club

Disabled Persons Help/Support

Displaced Persons/Homeless

Dress for Success/Similar Organizations (or Domestic Violence/Public Issues)

Food Donations for Local Food Banks/Pantries

Heavenly Hats

Homeless/Displaced Persons Assistance

Hunger in America Program

Interfaith Hospitality Network

Meals on Wheels

National Organization on disability

New Eyes for the Needy

Nursing Homes

Nursing Scholarships

Nutrition

Organ Donor Programs

Project Linus

Read to Feed

Red Cross

Red Ribbon Campaign

ROCK Camp

Ronald McDonald House

Share Our Strength Program

Special Olympics

Therapy Vests

Wish Tree for the Needy

**Focus on Health**

Autism

Alzheimer's support, symptoms, education

Anti-Smoking Campaigns

Arthritis

Boggy Creek Gang Camp/Heart Camp

Blood/Bone Marrow Drives

Bra Decorating Contest (could also be Arts in the Community)

Breast Cancer Awareness and Education

Cancer/Relay for Life

Cancer Scholarships (could also be Education in the Community)

Comfort Pillows

CPR

Diabetes

Flu shots Clinics

Gilda's Club

Health Fairs

Health Forums

Health Issues/Programs

Healthy Self- Worth Awareness

Heart Care/Month

Heart Disease Education and Prevention

Heart Pillows

Hospitals, Clinic/Screening

Immunizations

My Medicine Brochure

Ovarian Cancer

Pandemic Flu Awareness and Prevention

Physical Fitness

Provide Wellness Information to members, community

Relay for Life

Shingles Education

Stroke Education and Prevention

Smoking

Speaking of Pain Program

Strength in Knowing programs

Walking Programs

Warm-up America

Weight Loss Programs

**Focus on Financial Issues Program**

Annual Credit Reporting Awareness

Credit Card Strategies

Consumer Privacy Education

Distribute llYour Future Paycheckll toolkits

Educate members on financial subjects

Encourage Members to get free credit reports annually

FICO scores

Financial Planning

Identity Theft Prevention

Pfishing scams  
Retirement Planning  
Social Security  
Wise Charity giving techniques

### **Home Life Partnership**

Alzheimer's Association – [www.ALZ.org](http://www.ALZ.org)  
Canine Companions for Independence – [www.CCI.org](http://www.CCI.org)  
Easter Seals – [www.EasterSeals.com](http://www.EasterSeals.com)  
Habitat for Humanity International – [www.Habitat.org](http://www.Habitat.org)  
March of Dimes Birth Foundation – [www.MarchofDimes.com](http://www.MarchofDimes.com)  
National Heart Lung and Blood Institute –  
[www.NHLBI.NIH.gov/Educational/Heartruth.gov](http://www.NHLBI.NIH.gov/Educational/Heartruth.gov)  
National Osteoporosis Foundation – [www.NOF.org](http://www.NOF.org)  
Women's Institute for a Secure Retirement – [www.WiserWomen.org](http://www.WiserWomen.org)

### **International Outreach Collaboration**

**Anne Redlus, the GF counterpart**, has said that United Nations does not go under Partnership, just United Nations Association of the USA, which has local chapters. This does seem kind of strange, but means that if a club joins and/or participates in a United Nations activity through the local UNA USA chapter (if there is one in your area), that activity would fall under International Outreach Partnership.

Cancelled Stamp Collection/ Foreign Countries  
Clowns without Borders  
Community Awareness Projects  
Cultural Exchange  
Doctors without Borders  
Ethnic Clubs or Groups  
Ethnic festivals Participation/Support  
Exchange Students/AFS  
Geography Bee  
Global Volunteers  
[Hungersite.com](http://Hungersite.com)  
International Cultural Programs  
International Organizations/Goods and Money  
Operation Christmas Child  
Project Hope  
Student Ambassadors/People to People  
UNIFEM  
World Food Day  
World Geography Essay Contest  
Youth Exchange Student Support  
Youth For Understanding Program  
Buy Hand Pump Wells for developing countries  
Celebrate United Nations Day (10/24)

Educate Members about United Nations issues, programs, and activities (**If through UNA USA - then Partnership**)  
HIV/AIDS awareness  
Human Trafficking  
International Day of Peace  
Maternal Neonatal Tetanus Program  
Model UN  
Nothing But Nets for Prevention of Malaria  
Say No to Violence against Women (UN Development Fund Program)  
United Nations (**except if through UNA USA Chapter - then it is Partnership**)  
United Nations Development Fund  
Water Sanitation in developing Countries

### **International Outreach - Partnership**

**CARE** – [www.CARE.org](http://www.CARE.org)

**Heifer Project International** – [www.Heifer.org](http://www.Heifer.org)

**INMED Partnerships for Children** – [www.INMED.org](http://www.INMED.org)

**Operation Smile International** – [www.OperationSmile.org](http://www.OperationSmile.org)

Making Smile bags and filling them

Making Operation Smile Gowns **Plan**

**USA** – [www.PlanUSA.org](http://www.PlanUSA.org)

Sponsor a child.

**U.S. Fund for UNICEF** – [www.UNICEFUSA.org](http://www.UNICEFUSA.org)

#### **A. United Nations**

Selling UNICEF Pins for HIV Medication to pregnant women  
UNICEF

UNICEF Halloween Collection Boxes

UNICEF HIV videos and programs

UNICEF Mother's Day Greeting Cards

TAP Project through UNICEF USA

Trick or Treat for UNICEF programs

**United Nations Association of the United States of America -**

[www.UNAUSA.org](http://www.UNAUSA.org)

Join/Participate in activities of the local chapter of United Nations Association of the USA.

### **Domestic Violence - GF Signature Project**

#### **Report under Public Issues**

Adopt a Family

Amber Alert

Battered Women/Children's Shelters

Birthday Bags for Shelters

Candlelight Vigil

Cell Phone Donations to Domestic Abuse Shelters

Cell Phone Donations to Domestic Abuse Victims

Child Abuse Prevention

Coupons for Abuse Shelters

Child Abuse

Child Advocacy Support  
Childhood Bullying Prevention  
Child/ Domestic Abuse Shelters  
Cut It Out Program Support  
Dignity U Wear Program  
Domestic Violence Hotlines  
Dress for Success Programs  
Family Violence Prevention  
Guardian Ad Litem Programs Support  
Hacienda Girls Ranch Support  
Job Training at Shelters  
Prepaid Phone cards to Shelters  
Self Defense Programs  
Tree of Remembrance event  
Used Cell Phones to Domestic Abuse Shelters

### **Leadership**

Agendas-Preparing for Meetings  
Big Sister/ Mentoring for New Members  
Board Meetings/Prepare and Attend  
By-Laws  
Club/District/State Championships  
Club Goal Setting  
Club Leadership Retreats  
Club Representation on Community Organizations  
Club Strategic Planning  
Conflict Resolution Seminar/Workshops  
Attendance at Conventions- FFWC/GFWC  
Devotions/Inspirations  
District/State/Region/GFWC Meetings  
Dollars For Delegates  
Elections Committee/District or Club  
Fall Board Meeting  
FFWC Events  
FFWC State Chairmen / Committee Members  
Hold Administrative Transition Meetings  
Honor Score Designation for club  
Hostess a District meeting  
HOBY  
JENNY Award Nominee from club  
LEADS/ Florida or GFWC Nominee from club  
Leadership Mentoring Programs  
Leadership Tips at Board Meetings/Club Newsletter  
Leadership Workshop/Retreats  
Membership Skills Inventory and File  
Monthly Meeting Planning and Participation  
Nominating Committees  
Parliamentary Procedures/Training  
Procedure Books

Profiles—Club/FFWC/GFWC  
Reporting  
Report writing Workshops  
Visit FFWC/GFWC Headquarters  
Volunteer of the Year Nominee from club  
Youth Leadership  
Women of Achievement  
Women's Hall of Fame  
Women's History Month

### **Membership**

1895 Society Participation and Support  
1734 Society Participation and Support  
Act in Oct campaign participation/event  
Club Anniversary Celebration  
Club Greeters  
Club History  
Club Member Hostesses  
Club Mentoring/Club Big Sisters  
Club House Maintenance  
Club Newsletters  
Club socials/Summer Get Together  
Club Support of FFWC Convention/Fall Board Attendance  
Contribute to Florida Clubwoman Paper / GFWC Clubwoman  
Get Well/Sympathy Cards and Food  
GFWC —Act in Octll  
GFWC FFWC Road Signs  
GFWC Federation Day  
GFWC/FFWC Profiles  
Greeters/Club Meetings  
Jennie Awards—GFWC and FFWC  
Juniorettes-sponsor and support  
Members' Birthdays  
Membership Drive  
Membership Materials—GFWC/FFWC  
Membership Pins  
Membership Week  
Membership Week Proclamation  
Nametags at Club Meetings  
Distribute New Member Kits  
New Member Welcome Letters  
New Members Orientation  
Owns Clubhouse  
Progressive Meals  
Reception for New Members  
Reciting Club Collect and Purpose  
Recognition of 25 or 50 Year Members  
Recognition of New Member Sponsors  
Rental of Meeting Space  
Start a new club

Subscribe to GFWC Clubwoman/Automatic Full Club Subscriptions  
Sunshine/Courtesy Chairman  
Surveys of Members  
Telephone Committee  
Volunteer of Year/FFWC  
Yearbook

**President's Project no separate report for GFWC Florida**

- Membership – report under Membership
- Identity/Financial Security – report under Public Relations
- Fundraising – report under Fundraising

**Public Affairs – GF calls this Public Relations**

**Citizenship in Action**

—Boatsie's Boxes for deployed service personnel  
—By the People Program (PBS Broadcasting)  
Candidate Night/Forums  
Cards to Military Members and their families  
Catalogue monuments at national cemeteries  
Cell Phone Donations to Military and families  
Collect coupons for Military Families  
Donations of clothing/personal items to veterans  
Help study for US Citizenship test  
Elections—Community/Governing Boards/Other  
Election Poll Workers  
Fisher House support  
Flags, Flag Etiquette, Purchase  
Get Out the Vote Functions  
Historic District/ Preservation  
History Club  
Home for Our Troops Program support  
Honor Flight  
International Human Rights Day (12/10)  
League of Women Voters  
Liberty Day  
Members Elected/appointed to public office  
Memorial Day observance  
Military Members/their families' Support  
National Anthem Project  
National Day of Remembrance  
National D-Day Memorial  
National History Day  
National Woman's Hall of Fame  
National Women's History Month (March)  
New Citizens—Assist with Studying/Recognize  
Operation Hug a Hero  
Operation Stand Down (Homeless Veterans)  
Oral Histories

Patriotic Activities/Celebration/Singing  
Phone Cards to Military  
Pledge of Allegiance  
Public Affairs Day  
Recognize/Honor Veterans  
Sew Much Comfort-Sew/Donate clothing/donate money  
Spouse/Children care giver support of deployed military  
Ten in Ten Project  
Treats for our Troops... (food, clothing, DVD/CD's, music, etc).  
United States Savings Bonds Program  
USO  
Veterans Affairs  
Visit VA nursing homes  
Volunteer at VA Hospitals/Community care Clinics  
Vote in Elections/Encourage future Voters  
War Memorials  
White House Project  
WIMSA registrations  
Women in Military Service for American Memorial Foundation (WIMSA) –  
recognize women veterans/those currently serving  
Women's Veteran's Recognition Week

**Focus on Community Safety**

AARP Safe Driving Program  
Amber Alerts  
Babysitting Classes  
Better Business Bureau  
Bicycle Safety  
Bike Safety Helmets  
Child Safety and Booster Seats  
Code Adam  
Consumer Product Safety Commission  
CPR Classes  
Crime Prevention Month  
DARE Program  
Donate Cell Phones to Police  
Driver Safety  
Support FEMA  
Fingerprinting Children  
Fire Hydrant Awareness  
Fire Prevention  
Fire Safety  
Fire, Rescue, and Ambulance Services  
First Aid Classes  
Food Safety  
Gang Prevention  
Highway Safety Programs  
Homeland Security  
Hurricane Preparedness  
ICE (In Case of Emergency) Program  
MADD (Mothers Against Drunk Driving) and MAD DADS

McGruff the Crime Dog  
National Center for Missing and Exploited Children  
National Crime Victims Week  
National Night Out  
National SAFEKIDS Campaign  
Playground Safety  
Product Recalls  
Project Graduation/Prom  
Recall Lists for Food and toys  
SADD  
Safety Bicycle Rodeo  
Seat Belt Usage Self-  
Defense Programs  
Shop with a Cop program  
Smoke/Carbon Dioxide Detectors  
Stranger Danger  
Stuffed Bears to Local Police/Blue Bears  
WHALE . We Have a Little Emergency

**Legislation/Public Policy . GF Public Issues**

Adopt a precinct  
Attend state legislative/policy workshops  
Attend the FFWC State Legislative Days  
Candidate Night/Forums  
Contact Florida Legislator  
Contact US Senators/Representatives  
Elections-Community/Governing Boards/Other  
Election Poll Workers  
Get Out the Vote Functions  
GFWC Legislative Alerts/Leg net  
Hold a GFWC advocacy history and current advocacy efforts program  
Hold a voter registration day  
Hold a non-partisan candidate forum on issues of concern to the club and GFWC  
Invite and recognize local elected officials to your club functions  
Invite elected officials to discuss the importance of constituent involvement  
Legislative Committees  
Legislative Days  
Participate in Issues-awareness programs and nonpartisan issue panels in your community  
Recognize your elected official club members on Federation Day  
Resolutions  
Visit your local and state representatives in your area  
Write a letter from the club to a legislator of issues important to GFWC

## ***Public Issues Community Service Programs***

### **Partnership with GFWC**

Coalition against Bigger Trucks,LLC/ [www.CABT.org](http://www.CABT.org)  
National Disaster Search Dog Foundation/ [www.SearchDogFoundation.org](http://www.SearchDogFoundation.org)  
National Safety Council/ [www.NSC.org](http://www.NSC.org)  
Safe Kids USA – National Safe Kids Campaign/ [www./SafeKids.org](http://www./SafeKids.org)  
Sew Much Comfort/ [www.SewMuchComfort.org](http://www.SewMuchComfort.org)  
USO - new partnership, as of summer 2011  
Women in Military Service For American Memorial Foundation, Inc./  
[www.Women'sMemorial.org](http://www.Women'sMemorial.org)

For additional information please refer to the GFWC Manual on line  
@ [www.gfwc.org/clubmanual](http://www.gfwc.org/clubmanual)

### ***Public Relations – GFWC Florida -(now Public Affairs in GFWC)***

Banners, Club (Create, Purchase, Display)  
Business Cards, Club  
Celebrate Federation Day  
Chamber of Commerce Membership—Club  
Club Shirts  
Club Websites  
Displays about Club/federation  
Editorial/Letters to the Editor  
GFWC Florida Website Contributions (Could also be Membership or Fund Raising)  
GFWC Florida/GFWC membership video at community events  
Flyers/Brochures/signs  
Information Booth/Display about Club  
Logo/Use of GFWC/FFWC  
Logo magnets, Use of GFWC/FFWC  
Media Books  
Newspaper Articles/Publicity  
Press Releases  
Public Service Announcements  
Roadway Cleanup (or Conservation)  
Scrapbooks

Revised 11/11