

GFWC Florida Juniors 2019 Reporting Handbook



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Reporting Form Instructions & Procedures

Thank you for reporting!! GFWC Florida Junior Clubs do fantastic work in our communities and make a huge impact! By reporting, you allow us to include your great work in reports that go to GFWC, which translates to grants and advocacy. We also get to recognize you for your outstanding work through the awards given at our Annual Convention. We know that careful reporting takes time and we continue to strive to simplify and improve the reporting process. Please give us your feedback!

1. To be eligible for your reports to be judged, your club must submit the GFWC Florida Remittance Form by the new deadline of 12/16/19. Please also email a copy of the form to Lauren Leahey, GFWC Florida Junior Finance Director at LaurenLeahey@gmail.com and fljuniorsreports@yahoo.com. This will allow us to more easily verify Honor Score credit for contributions. If the club member submitting your Remittance Form is not the club member filling out your reports, provide a copy of the completed Remittance Form to that member because it is needed to complete the Honor Score.

2. Complete the highlighted boxes on the Instructions tab of the reporting form, which will auto-fill through the rest of the form.

3. Other guidelines:

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

-- Round minutes up to the next hour and monies to the next dollar amount.

-- Cash donations are monies or gift cards sent directly from the club whereas in-kind donations are items purchased by the club or donated by club members.

4. Please save your form (and include the name of your club in the title) and email it to these addresses: fljuniorsreports@yahoo.com, bongabailey@yahoo.com, christa.nuckols@drummond.com. The email MUST be sent by 11:59PM on 1/15/2020. If it is sent after that you can still get Honor Score credit and we can use your reports for GFWC Florida, but your reports will NOT be eligible for awards. If you have questions about the form, please contact Christa Nuckols, GFWC Florida Vice Director of Junior Clubs, at christa.nuckols@drummond.com. Please do NOT wait until the last minute and risk having technical difficulties. There are NO extensions granted!

REASONS FOR DISQUALIFICATION OF REPORTS

-- Late Federation Dues – Dues and Remittance Form must be sent by the deadline of 12/16.

-- All reports and Honor Score not submitted on or before January 15th

-- Reduced copy or print smaller than 10 pt. minimum.

-- Correct Reporting Form was not used.

If a report has been disqualified, the Director of Junior Clubs will contact you by phone and in writing.

DOUBLE REPORTING

There are very few areas in which a club can report a project in more than one area. These exceptions are:

-- Fundraising -- On the Fundraising tab, report the fundraiser and the money raised, you report the donation or project the money was used for on the appropriate tab). For example, if you do a car wash to raise funds for Operation Smile, report the hours spent doing the fundraiser on the Fundraising tab along with the amount raised (money coming into the club). On the International Outreach tab, you will report the donation to Operation Smile (money going out of the club). The hours should not be double reported.

-- Communications – On the Communications tab, report the specific communications and public relations you do for your club or projects. If your club does a large annual event such as a community safety festival and club members spend 10 hours posting on Facebook, writing and emailing press releases, doing a live appearance on a local new station and posting flyers at local businesses then you would report these activities and hours on the Communications tab but the other hours for the safety festival would be reported under Public Issues. The same hours should not be reported more than once (so the 10 hours spent on communications in this example would not be counted again in the hours reported on the Public Issues tab).

-- Interactions with Woman's Clubs, Juniorettes, or other Junior Clubs (section to report interactions is on the Membership tab). There is not a section to report the stats of these events because they should be reported under their respective Community Service Program.

These areas are marked within the reporting spreadsheet.

Honor Score Tab Instructions

Honor Score points are given “on your honor” for your reporting efforts, monetary donations, adhering to deadlines, Federation involvement and award nominations. For every report with complete narratives you will give your club Honor Score points. After your club completes all the entries on the 11 reporting tabs, you will give your club Honor Score points on the last tab titled “Honor Score”. Each report submitted on the Junior Reporting Spreadsheet is valid for a pre-determined amount of points. Be sure to go back and check each tab of the reporting worksheet to verify that all projects/events/tasks have been captured. **If you have entered any information on a tab then you are eligible to claim Honor Score points for the corresponding category.

You will need a copy of your club’s remittance form to accurately claim honor score points for money submitted to GFWC Florida. The remittance form will be sent to clubs in October by GFWC Florida and will be due December 16. 62 out of 198 (31%) points come directly from the remittance form.

If you are unsure if your club is eligible for Honor Score points, give your club credit for the points. Upon final verification from all chairmen, additions and deductions will be made to your final total.

Common mistakes made resulting in Honor Score points being deducted include the following:

- Missing narratives for projects; narratives are essential for judging. If narratives are missing there is no way to determine how valid the project/event actually is.
- Missing member names in attendance at state and district meetings. There are many opportunities for club members to attend state and district meetings and workshops. Do not forget to include these members’ names in the appropriate fields under the Membership tab.
- Updated member list received after the deadline; follow all deadlines closely. Honor Score points cannot be awarded for items received late such as updated member list and addresses, dues and remittance, and award nominations.

Your club’s total Honor Score points are used to calculate a portion of points for the Mary Clark Award:

1-126 points...5 points	126-150 points...10 points
151-170 points...15 points	171+ points...20 points

Total Honor Score points are also used in the event of a tie for the Mary Clark award.

<i>Please enter all points your club has earned in the Earned column. Points must be verifiable in reports and remittance forms for credit to be given, including \$\$ amounts and member names as requested on reporting tabs.</i>		
Honor Score Items	Maximum Points Values	Earned
Community Service Program Areas (Club had at least one activity, excluding monetary donation, reported = 5 points)	Points	Earned
Arts	5	
Conservation	5	
Education	5	
Home Life	5	
International Outreach	5	
Public Issues	5	
Juniors' Special Program	5	
GFWC Advancement Areas/Other (Club had at least one activity reported = 5 points)	Points	Earned
Membership	5	
Leadership	5	
Communications & Public Relations	5	
Fundraising	5	
Communications & Public Relations	Points	Earned
Junior Newsletter Submission	2	
Membership Monday Submission	2	

Contributions sent with dues remittance on or before 12/16 of reporting year (Remittance Form Items 1-10)	Points	Earned
President's Project-Operation Smile (Remittance Item 1)	4	
1895 Society (must donate a minimum of \$18.95 - can pay via remittance or join at a state meeting)	2	
Turning Point Suffragist Memorial (Remittance Item 3)	2	
Heifer International (Remittance Item 4)	2	
Canine Companions (Remittance Item 5)	2	
UN Foundation (Shot@Life Campaign) (Remittance Item 6)	2	
HOBY (Hugh O'Brien Foundation) (Remittance Item 7)	2	
Success for Survivors Scholarship (GFWC) (Remittance Item 8)	2	
VSA Florida (Remittance Item 9)	2	
GFWC Capital Campaign (Million Dollar Club) (Remittance Item 10)	2	
GFWC Florida Funding (Remittance Form Items 11-18)		
GFWC Florida Membership (Remittance Item 11)	2	
GFWC Florida Annual District Meetings (Remittance Item 12)	2	
GFWC Florida Officers' Travel Fund (Remittance Item 13)	2	
GFWC Florida Officers' and Chairmen Fund (Remittance Item 14)	2	
GFWC Florida Communication Tools (Remittance Item 15)	2	
GFWC Florida LEADS Program (Remittance Item 16)	2	
GFWC Florida Headquarters Maintenance Fund (Remittance Item 17)	2	
GFWC Florida Emergency Disaster Fund (Remittance Item 18)	2	
GFWC Florida Juniors Funding (Remittance Form Items 20-24)		
Juniors' Scholarship Fund (Remittance Item 20)	4	
Director's Special Project-Book Heroes (Remittance Item 21)	4	
Youth Leadership Awards/Grants (Remittance Item 22)	4	
One Voice For Children -Advocates for Children-Juniors' Special Program (Remittance Item 23)	4	
St Jude Children's Research Hospital (Remittance Item 24)	4	
March of Dimes (Remittance Item 25)	4	
GFWC Florida Juniors Funding (Remittance Form Lines 25-26)		
Juniorette Scholarship Fund (Remittance Item 26)	2	
Juniorette Special Project (Remittance Item 27)	2	
Contributions sent directly on or before 12/31 of reporting year - Details of contribution should be on the Leadership tab	Points	Earned
GFWC Florida Director of Junior Clubs (Shannon)	4	
Junior District Director (or Jr. Director Elect if no JDD in District)	4	
Any Junior Officer or Junior Chairman	4	
Membership		
Names, emails, phone #s and addresses of officers elected in 2019 sent to GFWC Florida Director Elect of Junior Clubs by 1/15/20	2	
Host a GFWC FL Officer, District Director, Junior District Director, or GFWC FL Chairman to speak at a Club Function (not your own club member)	2	
One or more individual club members joined/renewed 1895 Society (club membership does not count)	2	
Other Participation		
President's Project-Operation Smile (participation in addition to funds submitted on the remittance form and project must be reported on International Outreach tab under Operation Smile)	4	
Director's Project - Book Heroes (participation in addition to funds submitted on the remittance form and project must be reported on Education tab under Book Heroes)	4	
Club President joined GFWC Advocacy in Action/Legislative Action Center (reported on Public Issues tab under Legislation & Public Policy)	2	
Representation at Federation Functions:		
District Functions(Any member attended which could include JPC or JEC)		
District Arts and Crafts Festival	2	
District Spring/Summer Meeting	2	
Annual District Meeting	2	
State Functions (Members other than those on the JPC or JEC attended)		
Fall Board of Directors' Meeting	3	
GFWC Florida Annual Convention	3	
Nominations(The nomination deadline for some awards is in the future, indicate if you intend to submit a nomination, we will verify once the nomination deadline has passed)		
L.E.A.D.S.	3	
Charlotte Meeds Smith Volunteer Award	3	
Juniors Special Program - One Voice for Children Grant	3	
Nancy Crawford Leadership Award	3	
Gail Hill Smith Marketing Award	3	
Youth Leadership Award	3	
Jennie June Croly Scholarship	3	
Mary Ann Taylor Child Advocacy Award	3	
Teddy Hulse Junior to Junior Interaction Award	3	
Joyce Johnston Junior to Juniors Interaction Award	3	
Judy Lutz Federation Interaction Award	3	
GRAND TOTAL	198	0

GFWC Florida Remittance Form & Instructions

GFWC Florida REMITTANCE FORM 2019

8/12/2019

For Dues and Contributions - Postmarked by December 16, 2019

Please complete this form for dues and contributions and email it to gfwcfloridahq@gmail.com along with your membership list. You can submit payment by either sending **ONE** check to GFWC Florida Headquarters, 4444 Florida National Drive, Lakeland, FL 33813, or go to www.gfwcflorida.com to pay by credit card. If you have any questions, call Headquarters at (863)647-2642. **DO NOT SEND MONEY FOR CONTRIBUTIONS THAT ARE NOT LISTED ON THIS FORM.** Please fill in all Blue sections. The Green and Orange Sections will automatically fill in with the correct amounts. Please double check your total to ensure accuracy.

I. General Information		Date:	
Club:		District:	
Email:		Phone:	
Submitter:		Zipcode:	

Total # of Members from January 1 to December 16, 2019	
# of members paid for earlier in the year	Minus
Total # of members dues being paid for on this form	-

II. Dues	A. Woman's Clubs and Junior Woman's Clubs: Dues are \$23.00 per member	(\$23 GFWC Dues & \$8 for GFWC Florida Dues)
	# of members being paid for on this form	-
	Total Enclosed for Dues:(number x \$23)	\$ -
B. Juniorettes: Assessment is \$15 per member		(\$10 GFWC Dues & \$5 for GFWC Florida Dues)
	# of members being paid for on this form	-
	Total Assessment Enclosed :(number x \$15)	\$ -

III. Contributions for the Calendar Year January - December 2019	
1. President's Project -*Operation Smile.....	
2. 1895 Society --- Choose One ___\$18.95 ___\$189.50 ___\$1895.00	
3. Turning Point Suffragist Memorial	
4. *Heifer International	
5. *Canine Companions	
6. *UN Foundation (Shot @ Life Campaign)	
7. *HOBY (Hugh O'Brian Foundation)	
8. *Success for Survivors Scholarship" (GFWC).....	
9. VSA Florida/Arts4All.....	
10. *GFWC Capital Campaign	

IV. GFWC FLORIDA Funding:	
11. GFWC Florida Membership	
12. GFWC Florida Annual District Meetings	
13. GFWC Florida Officer's Travel Fund	
14. GFWC Florida Officer's and Chairmen Fund	
15. GFWC Florida Communication Tools	
16. GFWC Florida LEADS Program	
17. GFWC Florida Headquarters Maintenance Fund	
18. GFWC Florida Emergency Disaster Fund	
19. GFWC Florida Legacy Brick (\$100 minimum)	

V. GFWC FLORIDA Junior Funding:	
20. Junior Scholarship Fund	
21. Director's Special Project - Book Heroes.....	
22. Youth Leadership Awards/Grants	
23. ONE VOICE FOR CHILDREN - Advocates for Children - Junior Special Program	
24. *St. Jude Children's Research Hospital	
25. *March of Dimes	

VI. Special Juniorette Projects:	
26. Juniorette Scholarship Fund	
27. Juniorette Special Project	
Total Contributions:	
	\$ -
Total Dues and Contributions:	
	\$ -

*GFWC Partners

Circle payment method: CHECK ENCLOSED or PAID thru PAYPAL

EXPLANATION OF CONTRIBUTIONS

- 1. GFWC Florida's President's Project – Operation Smile.** International Children's Medical Charity focused on restoring children's smiles through surgery on facial deformities such as cleft lip and palate.
- 2. 1895 Society:** GFWC Florida's Society is designed to "Preserve our Past and Ensure our Future." by supporting the building of Capital Reserves and Endowment Funds, Headquarters Maintenance, and History and Resource Center.
- 3. Turning Point Suffragist Memorial:** Honor and Celebrate the Suffragists who won the right to vote. To allow GFWC Florida to be inscribed on the Memorial Donor Wall. August 26, 2020 is the 100th Anniversary of the 19th Amendment of the U.S. Constitution. Memorial will be located in Fairfax County, Virginia. To Honor, Educate, Inspire and Empower.
- 4. Heifer International:** Provides gifts of livestock and environmentally sound agricultural training to improve the lives of those who struggle daily for reliable sources of food and income.
- 5. Canine Companions for Independence:** Enhances the lives of people with disabilities by providing highly trained assistance dogs and ongoing support.
- 6. UN Foundation: Shot@Life Foundation:** A campaign to educate, connect and empower Americans to champion vaccines in order to save children in developing countries.
- 7. HOBY (Hugh O'Brian Youth Leadership):** Funds sponsor high school sophomores to a weekend leadership training seminar in Florida. Full scholarships are \$350.00, but any amount is appreciated.
- 8. Success for Survivors Scholarship:** To lend a helping hand to those impacted by intimate partner violence who are pursuing higher education.
- 9. Very Special Arts: Arts4All** –To provide support and champion Arts Education for and by people with disabilities.
- 10. GFWC Capital Campaign:** A fund established to secure and sustain the property and programming of GFWC. To stimulate philanthropic activity and financial planning that will encourage members and their families to leave a legacy that supports the great works time, and honored traditions of clubwomen.
- 11. GFWC Florida Membership:** Funds help defray costs of planning and implementing membership programs for GFWC Florida clubs.
- 12. GFWC Florida Annual District Meetings:** Funds defray materials and travel expenses for the tour teams.
- 13. GFWC Florida Officer's Travel Fund:** Donations used to fund budget.
- 14. GFWC Florida Officer's & Chairman Fund:** Donations used to fund budget for administrative expenses.
- 15. GFWC Florida Communication Tools:** Funds help defray printed material as needed.
- 16. GFWC Florida LEADS Program:** Funds help defray costs of planning and implementing GFWC Leadership and Development Seminars
- 17. GFWC Florida Headquarters Maintenance Fund:** Funds are used for headquarters improvements—furniture, appliances and major repairs—and remain in the account until needed
- 18. GFWC Florida Emergency Disaster Fund:** Funds provide emergency help to GFWC clubs, members or others when disasters occur.
- 19. GFWC Florida Legacy Brick (\$100.00 minimum)** Preserve legacy at GFWC Florida Headquarters.
- 20. Junior Scholarship Fund:** Provides funds for a continuing education scholarship for a Florida Junior clubwoman.
- 21. Director's Special Project-Book Heroes-** Focus on children's literacy projects and donating books to children of all ages.
- 22. Youth Leadership Awards/Grants** –Funds to assist High School Seniors with leadership and training.
- 23. "One Voice for Children" Advocates for Children – Junior Special Program:** Chosen by the junior membership to be their continuing project. Funds are used for a variety of projects, which benefit children.
- 24. *St. Jude Children's Research Hospital** –Leading the way to treat, defeat childhood cancer and other deadly diseases.
- 25. *March of Dimes**-To improve the health of babies by preventing birth defects, premature birth, and infant mortality.
- 26. Juniette Scholarship Fund:** Funds are used for continuing education scholarships for Florida Juniettes.
- 27. Juniette Special Project:** Funds are used to support the 2018-2020 Director of Juniette Clubs Special Project.

Revised 08/12/2019

Frequently Asked Questions

1. What is the difference between dollars donated and in-kind donations?

Dollars donated are **monies or gift cards** sent directly from the club whereas in-kind donations are **items** purchased by the club or donated by club members.

2. For Fundraising Dollars Raised, is this the total amount raised before or after expenses?

Please report in the column Dollars Raised, the amount raised after expenses which is the amount available for your club to use or donate on projects/events. You can include in the narrative information about total amount raised and the expenses.

3. Where can I double report?

Items listed on Fundraising and Communications can also be reported on another tab. Also, on the Membership tab there is an area to report interactions with Woman’s Clubs, Junioresettes and other Junior clubs. All of these events can be reported on another tab so we are not collecting the number of members, hours or dollars spent since this information is reported elsewhere.

4. Can I report the same project under two Community Service Programs (CSPs) such as Art and Home Life if we paint a mural at a hospital?

No, the same project cannot be reported under multiple CSPs. In this example, you could report the project under Art or Home Life but not both

5. What are the little red triangles throughout the reporting spreadsheet?

The little red triangles in the corner of some cells, indicate there is a comment with additional information for you. Please review these comments as you complete your reporting spreadsheet because they contain helpful information. Hover over the cell with the red triangle in order for the comment box to appear. In the screenshot below, the red triangle is in the corner of the Community Projects cell so when I hover, I see the Education Project Examples.

Project #	Community Projects	M	K at
1			
2			
3			
4			
5			
6			
7			
8			
9			

Education Project Examples:
 Projects at or with local library
 Box Tops for Education
 Mentoring Programs
 Teacher Appreciation
 Adopt a School
 Scholarships
 Projects with or at a local school
 School Supply Drive
 Read Across America

6. Do I have to write a narrative?

No, a narrative is not required on every project. A narrative is needed if someone cannot tell from the title what was done or if an explanation is needed to explain the amount of hours. Remember, the people reading your report are not in your club and this information also goes to GFWC so some people reading the reports are not even in our state. Some projects won’t need any explanation and most projects can be explained in 2-4

sentences but you may have a few huge projects that involve your whole club and take months so these may take 2-3 paragraphs to explain. You should only have a few of these projects. Examples are Sebastian River's Science Camp, Plant City's Shoe Project, New Tampa's annual fundraiser Night of 5000, St. Pete's Pumpkin Palooza, Midtown's Crawl 4 a Cause, Lakeland's Eco Festival, etc. These are large scale projects that take months of prep work and all the members input. Even though most of these are annual projects, thorough explanations are needed because chairman change every 2 years as well as people at the GFWC level. They may have never heard of your project.

Examples:

Title of Project: Pop tabs collected at meetings and 10 pounds donated to Ronald McDonald House

This project does not need an additional narrative as the title has what (pop tab collection), who (our members), when (monthly meetings), who benefited (Ronald McDonald House), how much (10 pounds).

Title of Project: Miles for Moffitt

This project needs a short narrative. If you are from the Tampa area you may know of the Moffitt Cancer Center but people in other areas of the state would not know and people at the national level would not know. Also, what did your club do? Did you pass out water, did you participate as a team, did you fundraise, did you work a registration table? The majority of your projects will probably fall into this category, needing a short narrative.

Sample Narrative: 15 of our members volunteered at the Moffitt Cancer Center's Miles for Moffitt by handing out water to the runners. We also raised \$500 by selling luminaries to our friends and family before the event to be displayed at the event. 3 of our members ran in the race.

7. What is the GFWC Florida President's Project for 2018-2020?

GFWC Florida President Sharon Oliphant has chosen "Smiles Across the Miles" as her theme for the next two years. During this time a fundraising goal of \$250,000 has been set. In order to accomplish this goal, GFWC Florida clubs will be asked to assist with awareness and projects to share Operation Smile. A surgery cost of \$240.00—and with that, a cleft palate or lip can be repaired with no cost to the recipient or family. A GFWC Florida sponsored mission trip with a few lucky participants will be organized for the 2020 year.

8. What is the GFWC Florida Director of Junior Clubs' Project for 2018-2020?

GFWC Florida Director of Junior Clubs Shannon Bailey has chosen Book Heroes as her theme for the next two years. The goal is to donate 10,000 books to children in Florida each year, for a total of 20,000 books by May 2020. GFWC Florida clubs are already doing many creative projects which donate books. Book Heroes will expand these efforts by giving clubs new project ideas and quantify donations through the use of preprinted labels that can be put in every book that is donated. Details for projects, partnerships and implementation are available in a handout on the GFWC Florida website.

9. What are the 7 Grand and 3 Brand Initiatives mentioned on the Reporting Form?

GFWC International President Mary Ellen Brock has announced 7 Grand and added 3 Brand Initiatives as challenges for all of GFWC during the 2018-2020 administration. They are so named because each one involves 1,000 projects, donations, or items.

The "7 Grand Initiatives" are:

1) That 1,000 clubs will do a service project on Martin Luther King Day, January 21, 2019.

To Date: 789 Projects Completed

New Goal: By January 20, 2020 - 1,000 Projects

2) That members will plant 1,000 trees on Arbor Day.

To Date: 17,811 Trees Planted

New Goal: By April 24, 2020 - 20,000 Trees

3) That members will donate 1,000 pairs of used shoes to Soles 4 Souls or Nike "reuse-a-shoe" for playgrounds (Conservation).

To Date: 36,763 Pairs of Shoes Donated

New Goal: By June 2020 - 40,000 Pairs of Shoes

4) That members donate 1,000 Dr. Seuss books TO GFWC by March of 2020 (Education).

To Date: 50,716 Books Donated

New Goal: By June 2020 - 55,000 Books

5) That 1,000 members join the Legislative Action Center (Legislation and Public Policy in Public Issues form).

To Date: 1,594 Members Joined

New Goal: By June 2020 - 2,500 Members

6) That members do 1,000 projects devoted to women in the military (Public Issues).

To Date: 799 Projects Completed

New Goal: By January 20, 2020 - 1,000 Projects

7) That 1,000 members, clubs or state federations donate \$1,000 to the Capital Campaign (Leadership).

To Date: 99 Members Donated

New Goal: By June 2020 - 100 Members

The "3 Brand Initiatives" are:

1) Support Miranda's Law. Members are asked to make 1,000 contacts through phone calls or emails to their United States Legislators to support passing Miranda's Law on September 23, 2019.

2) 3D Printed Gun Safety Act. Members are encouraged to make 1,000 contacts to Senators or Congressmen themselves or to urge their friends to participate on October 23, 2019.

3) Celebrate the 100th Anniversary of Women Winning the Right to Vote. Clubs throughout the Federation are asked to plan 1,000 community service projects to celebrate August 26, 2020.

GFWC Florida Junior Reporting & Awards Due Dates

December 7 -- GFWC Florida LEADS Application

<https://www.gfwcflorida.com/leads/>

December 16 (usually 12/15 but it's a Sunday this year, so you get an extra day!)

-- Club Remittance Form and Dues sent to GFWC Florida Headquarters in Lakeland AND a copy of the form emailed to GFWC Florida Junior Finance Director Lauren Leahey at laurenleahey@gmail.com and fljuniorsreports@yahoo.com, to ensure easier verification for Honor Score credit. *Please note your reports will be ineligible for judging if dues are not received on time.*

January 8 (optional) -- Reports to Junior District Directors for assistance and review

January 15

GFWC Florida Juniors reporting form sent via e-mail by 11:59PM to fljuniorsreports@yahoo.com. Please copy Shannon Bailey and Christa Nuckols on the email, bongabailey@yahoo.com and christa.nuckols@drummond.com. *Please note your reports will be ineligible for judging if not received on time.*

-- Names, emails, phone numbers and addresses of current officers sent to GFWC Florida Director Elect of Junior Candice Postel at Candice.melton@gmail.com.

February 1

All nomination forms are posted on the GFWC Florida website.

<https://www.gfwcflorida.com/grants-awards-and-scholarships/>

-- Juniors' Special Project (One Voice for Children) Grant Application

-- Nancy Crawford Leadership Award

-- Charlotte Meeds Smith Award

-- Gail Hill-Smith Marketing 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

-- Mary Ann Taylor Child Advocacy Award

-- Youth Leadership Awards

-- GFWC Florida Website, Newsletter, Yearbook, and Writing Contests

<https://www.gfwcflorida.com/newsletter-yearbook-writing-website-contest/>

awards below can be found here: <https://www.gfwcflorida.com/members-only/>

March 1 -- GFWC Florida Scholarship Application

March 15 -- GFWC Media Campaign Contest

April 15 -- GFWC Florida Photography Contest

Fall Board -- GFWC Florida Scrapbook Contest

GFWC Florida Junior Awards

Clubs compete for awards on the state level in Community Service Program Areas (CSPs), 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
Membership	up to 4 awards in each category
Leadership	up to 4 awards in each category
Fundraising	up to 4 awards in each category
Communications & Public Relations	up to 4 awards in each category
Juniors' Special Program	up to 4 awards in each category
Director's Project Awards	up to 4 awards in each category

Mary Clark Point System

The Mary Clark Award was named after Mrs. Joseph (Mary) Clark, 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, Leadership and Director's Project (up to 4 awards each category)

1st Place.....10 points	3rd Place.....6 points
2nd Place..... 8 points	4th Place.....4 points

Juniors' Special Program: 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

Fundraising and Communications and Public Relations (up to 4 awards each category)

1st Place.....8 points	3rd Place.....4 points
2nd Place.....6 points	4th Place.....2 points

Honor Score:

1-125 points...5 points	126-150 points...10 points	151-170 points...15 points	171+ points...20 points
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Following items must be included in the specified report to earn the points. A monetary donation does not count as participation in a project.

Signature and Special Projects:

Participated in a project for 2018-2020 Director of Junior Clubs' Signature Project (reported on Education tab)...3 points

Participated in a project specifically advocating for children during Advocates for Children Week (name of project must be included on Jr Special Program tab, row 10, and then the projects stats and narrative must be reported as well in appropriate area)...3 points

Participated in a project for GFWC Signature Program: Domestic Violence Awareness & Preventions (reported on Public Issues tab)...3 points

Participated in a project for the 2018-2020 President's Project (reported on International Outreach tab)...3 points

Club hosts active ESO Book Club (reported on Education tab under ESO Club Activities)... 3 points

Membership:

Maintain or increase in membership (we will compare number of members paid in 2018 versus 2019)... 3 points

Hold a New Member Orientation (reported on Membership tab)... 3 points

Leadership:

Submitted a LEADS nomination (reported on Leadership tab, row 14)... 3 points

Communications and Public Relations:

Active Facebook page (reported on Communications tab, row 14)... 3 points

Total Points Possible: 198

Tiebreaker: Total Honor Score Points

Where Do I Report Projects?

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

When deciding where to report a project, the first step should be to 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 CSP. If you wanted to cheer up the patients, you would report this in Home Life 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. Your narrative will help the chair determine if it is reported in the correct CSP.

ACTrees – Conservation
Adopt an Animal – Conservation
Adopt a Family – Home Life
Adopt a Garden – Conservation
Adopt a Highway - Conservation
Alzheimer’s Association—Home Life
American Cancer Society—Home Life
American Heart Association—Home Life
American Library Association—Education
American Mural Project – Art
American Recycling Day Nov 15 – Conservation
Anti-Bullying – Home Life or Junior Special Program
Art/Music Scholarships or Awards – Art
Art/Craft Classes or Workshops – Art
Autism – Home Life
Big Sisters/Big Brothers – Education, Home Life or Junior Special Program
Book Donations - Education
Box Tops for Education—Education
Breast Cancer Awareness/Prevention -- Home Life
Bullying and Children— Junior Special Program
Butterfly Gardens—Conservation
Children’s Book Council—Education
Children’s Home Society – Home Life
Climate Change Awareness & Projects – Conservation
Clothing Drives – Home Life
Clowns without Borders – International Outreach
Club Socials—Membership
Club Strategic Planning—Leadership
Comfort Pillows—Home Life
Community Gardens - Conservation
Coupons for Soldiers—Public Issues
Dance & Music Classes - Art
Doctors w/out Borders—International Outreach
Dress for Success – Home Life
Drug Free America— Junior Special Program
Earth Day Network—Conservation
Easter Seals—Home Life

Emergency Medical Services for Children— Junior Special Program
Energy and Environmental Projects/Programs – Conservation
ESO – Education
Exchange Students/AFS – International Outreach
FEMA—Public Issues
Financial Planning – Home Life
Flu Shot Clinics – Home Life
Food Bank – Home Life
Friends of the Everglades - Conservation
GFWC ESO—Education
GFWC Florida Director of Junior Club Project (2018-2020): Book Heroes – Education
GFWC Florida President’s Project: Operation Smile—International Outreach
GFWC LEADS—Leadership
GFWC Signature Program: Domestic Violence and Awareness and Protection – Public Issues
Guardian Ad Litem— Home Life
Habitat for Humanity—Home Life
Health Programs – Home Life
Heart Truth – Home Life
Heifer Project—International Outreach
HOBY – Education
Humane Society—Conservation
Human Trafficking – International Outreach
INMED Partnerships for Children – Junior Special Program
Identity Theft Resource Center—Home Life
Inkjet Cartridge Recycling - Conservation
Inside Knowledge – Home Life
Internet Safety and Cyberbullying— Junior Special Program
Keep America Beautiful—Conservation
Kettering Foundation – Public Issues
Kind News Subscriptions – Conservation
Literacy Programs - Education
March of Dimes— Junior Special Program
Mentoring USA—Education
Nat’l Cancer Institute—Home Life
Nat’l Foster Parent Association— Junior Special Program
Nat’l Heart Lung Blood Institute—Home Life
Nat’l Highway Traffic Safety Admin.—Public Issues
Nat’l Osteoporosis Foundation – Home Life
Nat’l Safety Council—Public Issues
Nat’l Wildlife Federation—Conservation
Nike Reuse-a-Shoe Program—Conservation
Organ Donor Programs—Home Life
Patriotic Activities, Flag Etiquette—Public Issues
Physical Fitness – Home Life
Plan USA—International Outreach
Project Vote Smart— Public Issues
Read Across America—Education
Reading Rockets—Education
Red Cross – Home Life

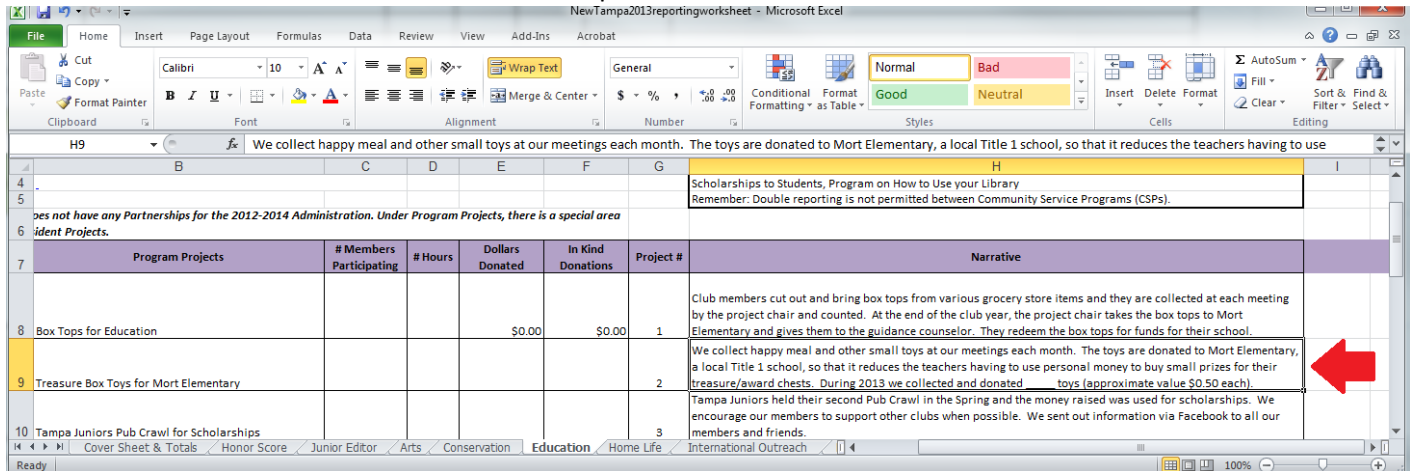
Safe Kids USA—Public Issues
Save Our Streams—Conservation
Sew Much Comfort—Public Issues
Skin Cancer Foundation— Junior Special Program
Special Olympics— Junior Special Program
Stop Medicine Abuse— Junior Special Program
Take Stock in Children—Education
Teacher Appreciation—Education
United Nations Foundations shot @life—International Outreach
UNICEF—International Outreach
USO – Public Issues
Very Special Arts—Arts
WHALE – Junior Special Program
Women in Military Service for America—Public Issues
Women’s Inst. For a Secure Retirement—Home Life
Women for Women International—Int. Outreach
Yard of the Month—Conservation

If you are unsure on where a project should go, please feel free to contact the Vice Director of Junior Clubs, CSP Chairmen or your JDD.

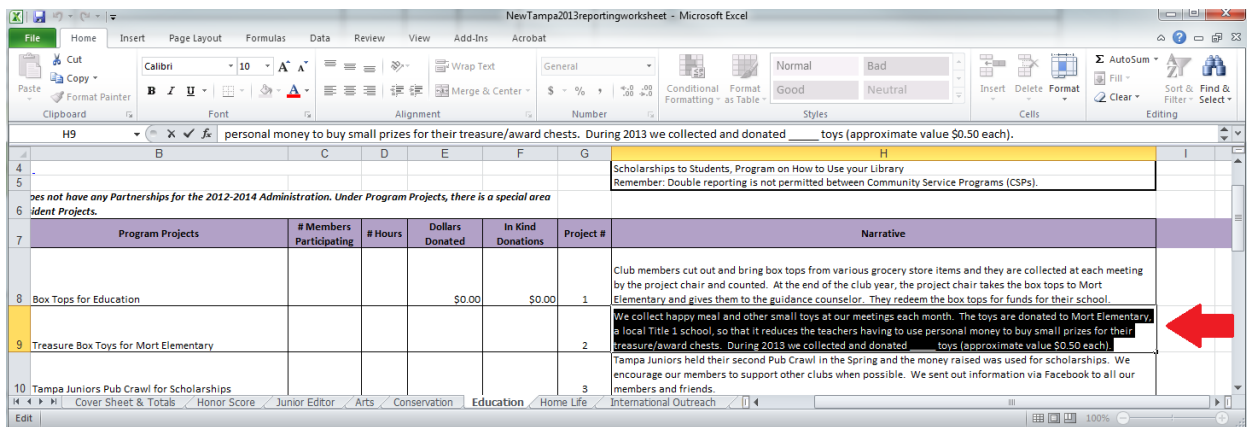
Copy/Paste Directions

If your club plans to copy/paste from previous reporting spreadsheets because your club does some of the same projects each year, please follow the directions/guidelines below:

Do NOT click the entire cell like I did below which puts a double line around the cell.



Instead, click within the cell and drag your mouse to highlight what you want to copy like I did below. Once it is highlighted you can right click and select copy or you can push Ctrl+C to copy.



Then go to this year's spreadsheet, click in the cell you want to put the info, and either right click and select paste or you can push Ctrl+V to paste.

If you follow these directions then you should be able to edit what you paste into the spreadsheet. In this example I changed the text from 2013 to 2017 and added in the members, hours and in kind donations.

Project #	Community Projects	# Members	# Hours	Dollars Donated	In Kind Donations	Narrative
1	Treasure Box Toys for Mort Elementary	15	2	\$250		We collect happy meal and other small toys at our meetings each month. The toys are donated to Mort Elementary, a local Title 1 school, so that it reduces the teachers having to use personal money to buy small prizes for their treasure/award chests. During 2017 we collected and donated 500 toys (approximate value \$0.50 each).