

Department Reporting Worksheet GFWC North Pinellas Woman's Club

Use this sheet as a guideline in recording everything your department does during the club year. Fill out as soon as the project or program is completed so that everything is still fresh in your thoughts. When reporting time comes in January, just pull out these completed worksheets and you'll have all the information you need to write a full and accurate report. Make additional copies of this form as needed.

DEPARTMENT _____

PROJECT NAME _____

PROJECT DATE _____

TOTAL# OF CLUB MEMBERS INVOLVED _____

TOTAL# OF CLUB HOURS INVOLVED _____

TOTAL# OF RECIPIENTS _____

EXPENSES (MONEY FROM CLUB BUDGET) _____

CONTRIBUTIONS (\$ AMOUNT OF GOODS DONATED SUCH AS FOOD, DECORATIONS,
MATERIALS, ETC.) _____

SHORT DESCRIPTION* _____

IF A FUNDRAISER:

MONEY RAISED _____

MONEY USED FOR EXPENSES _____

NET PROFIT/AMOUNT DONATED _____

NAME OF RECIPIENT/ORGANIZATION/PROJECT OF MONEY RAISED _____

*Give a brief but informative description of your project. Be sure to include why the project was selected and if the results were a success or a failure. Please attach any club sign-up sheets and support materials used on the project (pictures, handouts, programs, etc.) Also include any publicity on the event such as contact/thank you letters, newsletter and newspaper articles, notices to other clubs or agencies.