

## **GUIDELINES FOR CLUB REPORT BOOKS**

**The current Program of Work should be followed as closely as possible and reported in its designated category. Report all club activities and volunteer hours. Listed under each category are the things that should be included in your club reports for that category.**

### **CITIZENSHIP AND OUTREACH**

Pennies for Friendship

Any program, project, or donation concerning an ethnic or cultural group

Donations to ACWW

### **ENVIRONMENT**

Adopt-a-Mile pick-up

Any Roadside trash pick-up

Planting trees

Recycling, Energy saving programs.

### **FAMILY**

Essay Artwork Contest

Books for Newborns

Read Across America, Book donations, After School Programs, Any contribution of time, money, or goods to DHR, Child Advocacy Center, Childcare Resource Network, Nursing Homes, Assisted Living Centers, etc.

Any activities involving children and/or grandchildren (Special Family Time)

Birthday pennies.

### **HEALTH AND NUTRITION**

Boo Boo Babies, Can tabs, Blood Drives, St. Jude, Cancer caps, Walker bags, Laundry bags, Bibs, Cancer pillows, ALACare, Health Fairs, Relay for Life, Red Cross donations. Total number of member Mammograms and Pap Smears or any health related screenings.

### **HOMEMAKING SKILLS**

Cultural Arts, Any Heritage skill classes, Flower gardening, Vegetable gardening, Plant swap. Quilts for St. Jude.

### **MARKETING**

Number of Newspaper Articles, Number of New or Gift Memberships,

Club Newsletters, Displaying club name at public functions, etc.

### **COMMUNITY**

Anything that pertains to Area Libraries, Schools, Fire Departments, Post Offices and local governments or townships. United Givers Fund donations and activities.

Fund raisers, decorating Christmas trees at Post Offices or public places, Bake Sales, donations of time, money or goods to civic causes.

## **SCRAPBOOK**

The club scrapbook should reflect all the clubs programs and projects for the year.

A copy of the Program of Work should be the first page and a table of contents on the next page.

A list of the club's officers and membership for that year should be displayed.

It should be typewritten or handwritten neatly. (Journaling in different fonts is acceptable)

It may contain program materials, handouts etc.

It should contain all correspondence such as "Thanks you cards", Letters of Accommodation, Award Certificates, etc.

It should contain a copy of all the clubs newspaper articles, club newsletters, etc.

Newspaper articles should have the date, page number, and newspaper name attached.

The person or persons name that completed the scrapbook should be displayed in the back of the book.

## **SCRAPBOOKING TECHNIQUE**

The Scrapbook should be pleasing to look at.

Techniques and paper crafting should be unique and colorful.

Themes should be original and correspond with the activities that are being depicted.

The person or persons name that completed the scrapbook should be displayed in the back of the book.

## **REPORTING**

Reports should be done in a timely manner.

A story should be neatly typed or handwritten that includes the clubs programs, projects, donations, volunteer hours, money spent, and any important facts about that specific category.

There should not be duplication of items from one category to another.

Reports should be in individual folders with the name of the club, category, year, and name of the person that prepared the report on the first page.

**Complied by Janice Smith, Crossville Club, Carol White, Geraldine Club, and Jo Ann Stricklin, Portersville Club for the Dekalb County AHCL Council.**