

HOW DO I CALCULATE AND REPORT STATISTICS?

Number of Projects?

For example, under Education and Libraries, if your Club celebrated National Library Week and 1) sponsored a bookmark contest, 2) held a children's craft session at school, and 3) conducted a "Meet the Author" program, the number of projects would be 3. However, if your club reported National Library Week by donating 35 books to your local library through a Club Wish List project, the number would be 1.

Number of Members Participating?

The number reported here should never exceed the total number of dues paying club members. If 13 members gathered 13 times to work on a project, you would not multiply 13x13. You may count yourself *once, no matter how many times you meet* or how long the project lasts.

Number of Volunteer Hours?

This is the number of hours that club members worked on the respective programs or projects. This includes the hours spent on the phone, traveling to and from a project, and planning for an activity. It does not include the hours spent at a General club meeting. Those hours are not reportable.

However,

- If there is a program speaker at a General club meeting, the time members spent listening or watching the program may be reported. For example: If your speaker's presentation lasted 30 minutes and you had 30 members in attendance, multiply the $\frac{1}{2}$ hour X the 30 members, and you get 15 hours as a total to report.
- If your club had a project to make stuffed bears and one member traveled and shopped for materials and stuffing for an hour = 1. It took five members three hours to make 15 bears = 15. Another member delivered the bears to the police department = $\frac{1}{2}$ hour, this totals 16 $\frac{1}{2}$ hours. Since we don't report fractions of time, round it up to 17 hours.
- Presidents, here are easy-to-use formulas to assist your calculations in Leadership-related activities:
If a meeting generally lasts two hours, the rule of thumb is that it will take four hours to prepare for the meeting.
_____ of meetings multiplied by the # _____ hours to prepare for each meeting = _____.
_____ of meetings multiplied by the # _____ hours spent in each meeting or conducting events = _____.
of hours spent in round-trip travel to special events or meetings, or to purchase items = _____.

Once determined, add these totals up to arrive at your grand total.

Record your hours in a journal or on a calendar as you perform your duties or participate. Round up minutes to the next hour. You'll be glad you kept good records at the end of the year!

Dollars Donated?

The Dollars Donated question is the monetary amount donated to organize and fund respective programs and projects and/or donated to the program. These donations come from the club treasury.

- If you had a program on literacy and the speaker charged nothing, but your club gave a \$50 honorarium, the number of Dollars Donated is \$50. If your club provided money to a

scholarship, that number is reported here. If your club sends a check to a GFWC Affiliate, that amount is reported under Dollars Donated in the respective Community Service Entry.

In-Kind Donations?

In-Kind Donation amounts are donations of goods and services that have value, not in actual real dollar amounts.

If a member purchases and donates goods/materials, the In-Kind Donation is the actual amount of what was spent.

If goods or services are donated by a business or an individual, their value amount is considered to be made in-kind. These amounts are not real dollars that passed through the club treasury. School supplies, clothing, toiletries, copying service, and food are just a few of the many in-kind donations made by club members, individuals, or businesses in the community.

For example, if a member is a nurse and volunteers for a weekend at HOBY, the value of her time spent would be reported as an in-kind donation. She would calculate what the salary would have been for her, had she been paid.