

# PROJECT COMPLETION WORKSHEET

*This worksheet is an optional tool and can be used to capture data for Award Entries and the annual GFWC-NC State Statistical Form (SSF).*

CSP/Special Program/Advancement Area:	
Project Name:	
Project Goals:	

## PLANNING MEETING:

DATE:		# Participating:		x Number of Hours:		=
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## ADDITIONAL MEETINGS:

DATE:		# Participating:		x Number of Hours:		=
DATE:		# Participating:		x Number of Hours:		=
DATE:		# Participating:		x Number of Hours:		=
DATE:		# Participating:		x Number of Hours:		=
EVENT:		# Participating:		x Number of Hours:		=
						TOTAL:

Community Organizations/Clubs Involved:	
Affiliate Organizations Involved/Impacted:	
In-Kind Donations:	
Dollars Donated:	
Dollars Spent:	
Dollars Raised (Fundraising):	
Publicity Prepared/Distributed:	
Description of Project Activities and/or Programs:	
Impact of Project on Community/Club:	

## TOOLS AND IDEAS FOR RECORDING DETAILS

- **# Participating:** The number of club **members** participating.
- **Volunteer Hours:** Hours are the amount of time that members worked on club sponsored and approved projects and programs. This includes the time spent telephoning, running errands, writing letters, reports, etc. Travel time may be included, EXCEPT for travel time to and from regular club meetings.
- **In Kind Donations:** The monetary value for goods and services provided to projects.
- **Dollars Donated:** The monetary amount given to projects and programs.
- **Dollars Spent** are costs incurred to achieve Advancement Plan goals.
- **Dollars Raised:** The monetary amount of funds raised resulting from Fundraising Projects.
- **Recording project details throughout the club year** will streamline the reporting and award entry process and make it much more efficient and accurate (and less stressful!).
- **Make it Fun! Have an “Award Writing Party”.** Invite Committee members and Chairmen to collaborate and write reports and award entries. Not only will this be productive, but it will be an educational and learning experience for members.
- **Celebrate!** Publicize your Club’s accomplishments in local newspapers and on social media.