

OWC REPORTING GUIDANCE
(Use OWC Reporting Worksheet for each project or program)

Arts CSP: Report on each WOCHANG meeting and other activities, but not Arts Festival.

Conservation CSP: Report on each road cleanup under the Adopt-A-Highway program and any other activities.

Education CSP: Report on all scholarship activities including SSC (include number of members and hours in recruitment of candidates, interviewing, etc.) and fund raising activities such as December Scholarship Luncheon. Report on any other activities.

ESO Coordinator: Report number of members involved and hours in advertising and display.

Garden Club: Report on all meetings, field trips and other special events, Yard of the Month, Yard Beautification (include expenses in maintaining grounds, if any), Christmas tree decorating, fundraising activities, donations, etc. Report number of members and guests involved and hours of members.

Home Life CSP: Report on Meals-on-Wheels, Relay for Life, Exercise and any other activities such as items for the Coastal Women's Shelter (include value of items donated, estimated hours to collect and deliver).

International Outreach CSP: Report on any projects.

LON: Report on donations (dollars as well as value of items donated) and special projects such as Croaker Festival trophy making and parade judging and Caswell Center Christmas Party (include estimated value of items donated by OWC as gifts). Do NOT report on your general meetings unless something special is involved and not reported as a special project.

Public Issues CSP: Report on any projects.

Arts Festival: Report number of entries and 1st, 2nd & 3rd place winners in each category at local festival, number of members and hours involved in registration, judging, etc; number of people attending open house and number of members/hours involved in conducting open house. Report number of 1st place winners at district and state festivals, number of members involved and hours. Include expenses at all three festivals including travel time, accommodations, etc.

House Maintenance: No report needed.

House Rental: Report total end of year rental revenue and your hours involved.

Membership: Report on number of members and visitors at each general meeting. Report on number of new members received during the reporting year. Report on any special efforts to recruit and retain members.

Newsletter: See Reports Chairman for special report needed.

Programs/Federation Day: See Reports Chairman for special report needed on Federation Day activities (keep track of your hours to organize and conduct Fed. Day program and costs reimbursed by OWC including gift for speaker, travel expenses, etc).

Publicity: Report total number of hours involved at end of year. Report separately any special efforts.

Scrapbook: Report on number of members, hours and expenses. See Reports Chairman for special report required.

Sunshine: Report number of hours, expenses reimbursed/not reimbursed.

Ways & Means Committee Chairmen: Report number of members, hours and funds raised as well as expenses for each project.

Yearbook: See Reports Chairman for special report required.

President or Designee: Report on number of members, hours and expenses paid by OWC for participation in district and state meetings; report value of any items donated at these meetings. Report on orientation of new members and any other "leadership" type training. Report on major improvements/repairs to clubhouse including OWC expenditures.

Copies of OWC Reporting Worksheet are available from Suzanne Jantzen, suzj130@yahoo.com or 670-5459 or on the OWC website, www.orientalwomansclub.org.