

INSTRUCTIONS FOR COMPLETING DISTRICT 11 2009-2010 ANNUAL CLUB REPORT

The Annual Club Report is an assessment of your Club's activities for the year. It should be completed by the club's outgoing board and submitted to your District 11 Area Director by the outgoing president by the due date for reporting. The Report will be used as follows:

First: by the Governor (who must meet a deadline) to compile a summary of information for all Clubs in the District to be reported to International. You may estimate dollar amounts and project hours for May.

Second: to determine achievement awards to be presented to the Clubs at Conference and to choose the winner and runner-up for the **Governor's Trophy**.

Third: as a **good club resource** for evaluating progress, future planning and advertising. Excerpts can be useful in handouts to prospective members and publication in the media.

Please note: The Annual Report form indicates the values assigned to each category by the Board in determining the Governor's Trophy and Runner-up winners. The total number of points possible is 410.

1. **Membership:**

Membership Growth: Membership is determined by **dues received by** the District Treasurer on or before **June 1st**.

An intercity meeting is a meeting of two or more clubs outside of an Area Meeting. An intercity program is a program or project undertaken by two or more clubs outside of an Area Meeting.

2. **Service Summary:**

This section is for information only and is an indication of the areas of service and contribution the club has provided. Please check the boxes of those areas. Those activities must be further described in the remaining sections of the report. All boxes checked must have dollar values reflected in #3-the Service Contributions columns, or have the supportive activities described in #4-International Programs and #5A-Service, or both

3. **Service Contributions:**

List all funds to which your club contributed. Some are International only or local only, but some could be both. These have been combined under one heading for your convenience. Local Projects should be a total of the dollars set out in section 5 below. In the local column: 1) The dollars listed on the Local Projects line must equal the cash service totals on page 4 of 6. 2) The Total Contributions line must be the total of the entire local column. The total contributions of both the International column and the local column must be added together and used as a total to determine the 1/3 of total service funds is contributed to Zonta International.

4. **International Programs:**

These are International categories in which each individual club may participate. Please indicate those areas/awards/programs/presentations in which your club participated this year and explain how your club participated.

5. **Club Service and Fundraising:**

These two subsections have been separated to make reporting more convenient. They provide the opportunity to describe in detail the local service projects in which your club participated, highlighting dollars, and service hours expended with member participation. Only one "Other" category has been provided as clubs are encouraged to adopt projects that further Zonta International's mission. Be sure to describe your projects for someone who is not familiar with them.

"Advocacy" is defined as the expression of support for, or opposition to a cause, argument, or proposal. Advocacy may include influencing laws, legislation, or attitudes.

"Service hours" refers to actual hours spent delivering an activity to individuals or groups outside of Zonta. It does not include time spent in fundraising activities. It includes the total number of hours the club has taken part in service. For example, if a club has agreed to provide volunteers at a women's shelter for 10 hours per week for 3 weeks, then the hours recorded will be 30 hours (10 hours at 3 weeks). It does not matter if two members spend 15 hours each or 5 members spend 6 hours each.

Note: Only members' activities (for service or fundraising) that have been adopted by your Club's membership may be included.

Value of donated products - When product is received from an individual or organization that the club does not pay for and in turn donates as part of a service project, that is counted as an **in kind donation**. The club will estimate the value of the donation received and will only report the value of the product after it has been donated to a Zonta recipient.

Contributions made to International will be considered only if they have been paid through the club's treasury or foundation.

6. **Organization and Extension:**

This section should include information on the organization of new clubs and the organization and mentoring of Z-Clubs and Golden Z clubs. This section also includes any assistance your club has provided with the reorganization of an existing club.

7. **Community Image/Public Relations:**

Briefly describe everything relating to your club in this category, including publicity highlights, public awards and/or recognition received, and how your club succeeded in accomplishing this, including the tools used.

8. Long-Range Planning:

It is important that each club in the District participate in completing a Long Range Plan. It is recommended this be revisited biennially. To receive credit, a copy of your club's long range/strategic plan **must** be attached to your Annual Report.

9. Highlight Your Club's Major Service Project:

This is your opportunity to highlight your club's major service project and really shine as a Zonta Club. Only a project that support Zonta's mission, goals, and objectives and have been mentioned above should be included in this section.

If you have questions, please feel free to contact your Area Director.

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**FORWARD AN ORIGINAL AND TWO COPIES OF
YOUR REPORT TO YOUR AREA DIRECTOR
NO LATER THAN JUNE 1ST**

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