

**To:** Club Presidents

**CC:** District Boards, Zonta International Board, International Committee Chairs, HQ

**From:** Olivia Ferry, Zonta International President

**Date:** February 2007

**Re:** 2006- 2008 Club Quarterly Report to District - Frequently Asked Questions, January 2007

*The Zonta International (ZI) Board asked District Governors (DGs) to give them feedback on the new Club Quarterly Report and DG Report template being piloted this biennium. Included in this feedback were some queries about the form. ZI thought it may be useful for Club Presidents and District Boards if the response to these queries used a question and answer format. Hence, this Frequently Asked Question document or FAQ.*

*ZI welcomes any further feedback on the Club and Governors' reports and asks that this be included in the DG reports to the ZI Board and discussed with the District ZI Board Liaison. Feel free to forward these questions and answers to those that are interested in them. These questions and answers will also be put on the ZI website at [www.zonta.org](http://www.zonta.org)*

*I really appreciate your assistance in enabling us to improve our reporting of Zonta's work by encouraging clubs in your District to fully participate in the pilot of the new reporting system during this biennium.*

*Warm regards*

*Olivia Ferry,  
ZI President*

**Q1. Why is the information provided in the DG report for the ZI Board needed?**

*Answer:*

The information is needed to provide the ZI Board with essential information to ensure Zonta's strategic direction is reached. Each biennium Zonta International's membership at our Convention sets the goals and objectives for the next biennium which are in accord with Zonta's strategic plan. The DG report to the ZI Board is one of the important means of tracking our progress towards achieving the biennium goals and objectives. The DG report is aligned to Zonta's strategic plan and 2006 -08 biennium goals.

The ZI Board relies on membership, international service data (provided by the ZI Foundation) and information provided by International Committee chairs and the DGs to determine whether the biennium goals are tracking to plan. However, up until now, the information provided did not give a complete picture of ZI activity throughout the world as local service, leadership initiatives and advocacy efforts are largely absent. The revised DG report to the ZI Board being piloted this biennium seeks to include these areas so a total picture of our efforts is available to the ZI leadership and Zonta's membership.

Additionally, information collected by the clubs and the resulting aggregated data at area and district levels provide useful information for effective management at these levels of the ZI organization.

**Q2. How will the information provided be used?**

*Answer:*

It will be used to:

1. increase our credibility as an international service organization actively involved in service and advocacy directed to advancing the status of women world-wide through press releases and other external communications.
2. influence the advancement of the status of women world-wide through information-based planning and decision-making.
3. attract and retain membership because the information illustrates to our existing and prospective members how effective our organization is in advancing the status of women world-wide
4. provide easily accessible information from on-going quarterly reporting, to Districts and Clubs for planning and decision-making.

**Q3. Will the information be used?**

*Answer:*

Yes and it is being used and will continue to be used. Already we are reporting to the membership the service hours, funds raised and advocacy initiatives undertaken by Zontians this biennium. This can be viewed on the ZI web site with full details in the *member's only section* under Service and summary data in that part of the web site which is open to the public.

We are just beginning the collection and analysis of the information provided by the DGs with the first report submitted. At this time, the information is being used for our own internal reporting within Zonta. The first quarter report recently sent to the International Board will be available on the website for members to view. The long-term goal of using the information is discussed in the previous question.

**Q4. Can the DG form be simplified or can a simpler data collection method be used?**

*Answer:*

The current DG form has been modified as a result of feedback received from the DGs in their September report. DGs requested changes to the formatting and clarification of some of the terms used. The ZI Board, HQ and the International Committee chairs are also reviewing more long-term solutions that will allow for ease of reporting by the club and reduce the amount of handling of the information.

**Q5. Does this information replace the Footprint of Service that clubs have been asked to complete at the end of each biennium?**

*Answer:*

Yes it does. We have found that very few clubs have contributed to this Footprint of Service. Only 26% of clubs contributed last biennium. The new DG and club reports will provide more accurate information on Zontians activities throughout the Zonta world.

**Q6. How often do Clubs need to provide the District Governor with a report? Is this different from the timeframe for the DG report to the ZI Board?**

*Answer:*

Clubs provide DGs with a report every quarter. DG report to ZI Board is not quarterly; rather it coincides with ZI Board meetings. The timeframes for both club and DG reports are given below.

<b>ZI Board Meeting</b>	<b>Governor's report Due Dates to ZI and ZI Liaison</b>	<b>Club Reports due dates to DG (Q=quarter)</b>
July 2006 –post Convention	No report	
November 2006	13 October 2006	Q1 Jun - Aug 06 due Sept 5
April 2007	23 March 2007	Q 2 – Sept – Nov 06 due Dec 5 Q 3 – Dec – Feb 07 due Mar 5
October 2007	19 September 2007	Q4 – Mar – May 07 due Jun 5 Q5 – Jun – Aug 07 due Sept 5
February 2008	9 January 2008	Q6, Sept- Nov 07 due Dec 5
June 2008	15 May 2008	Q7 Dec-Feb 08 due Mar 5 Q8 –Mar-May (estimate) 08 due May 5

**Q7. If I have not submitted my Club report for a particular quarter, can I submit the data in the succeeding quarter?**

*Answer*

Yes. You will then need to provide two quarter reports, one separate report for each quarter.

For Section 2.6 on Local Service of the DG report, DGs are requested to record past and current quarter data to be able to show the year to date quarterly trend. If you missed reporting for one quarter and then submit two quarterly reports the next, your DG will then need to update the data she submitted in the previous quarter in her current report to take consideration of new or additional data received.

**Q8. How are advocacy projects to be reported?**

*Answer:*

Advocacy activities are to be reported by Clubs in the activity table. One activity table is completed for each activity. Clubs are asked to record the number of actions associated with the advocacy issue as well as the number of hours spent. If advocacy is undertaken together with a service project, both the service project and the advocacy activity are recorded in two a separate activity tables. In addition to this, we encourage all clubs with a successful service and/or advocacy project to report that information on line through [www.zonta.org](http://www.zonta.org). This will give visibility to the project as well as provide inspiration for other local clubs.

**Q9. What is the definition of a fellowship event and leadership training?**

*Answer:*

**Fellowship** relates to time spent socialising and enjoying the fellowship of other Zontians and nothing else. These occasions exclude club, committee and board etc meetings. Note that there are 2 versions of the club report-one seeking fellowship data and the other excluding it. The decision on which to use rests with Districts.

**Leadership training** is: any training or development opportunities that help *Zontians* be more effective in inspiring and motivating others to reach a goal, such as club officer training, one-on-one coaching of current officers by past officers, or a skill and practice session on leadership skills, like communication skills, or conducting effective meetings.

**Q10. When reporting fundraising hours, should we, in addition to the duration of the fundraising event itself and the hours devoted to planning and preparing for the fundraising event multiply the hours by the number of members involved in the activity?**

*Answer*

Yes. A new field has been added to section 2.6 of the DG report to include fundraising hours. This information is required in the club form and was not included in the first DG report form.

**Q11. Our club undertakes an 8 hour medical mission once per quarter. Attendance by our members at these events vary anywhere from 5 to 10 members. How do we report our local service hours for this event? Do we report 8 hours for the quarter or 8 hours multiplied by the number of members in attendance?**

*Answer*

In the club report form, this activity is reported as 8 hours multiplied by the number of Zontians engaged in the activity. For example if there were 5 Zontians engaged then, 8hr X 5 Zontians= 40hours, 40hrs would be reported in the club report to District. In reporting on this service, the Club needs to categorise the service by selecting one of the options from the drop down box in the "what type of project".

The DG would then take the 40 hours and the category and add this to the District total for the quarter.

**Q12. When a club raises funds in one quarter and donates them in the next quarter, how do we record this?**

*Answer*

Record funds raised and donated in the quarter in which the transactions occur.

For example, as a result of a book launch the local Zonta club raised \$5000 net in Quarter 1. In Quarter 2, \$2500 of this was allocated/donated and another \$2500 allocated/donated in Quarter 4. This would be recorded as follows in the club quarterly report form- in Quarter 1:

1. Complete an activity form, naming the activity *Book Launch*, and recognising it as fundraising in the category- top right of the form
2. Record the hours spent preparing and holding the fundraiser
3. Record \$5000 in the line "Net Funds Raised".

In Quarter 2, complete another activity form. It is categorised as donations and falls under the category Fundraising/Donations so the same name of the fundraiser and category are used. Record the donation of \$2500 in the line "Net Funds Donated to"- selecting either the local service option or ZIF, and specifying the recipient or in the case of ZIF, the fund. Repeat as with Quarter 2 for Quarter 4, stipulating the recipient of the donation.

**Q13. Our club makes breast cushions which are then donated. The club purchases materials for the cushions from fundraising. How do we record the cost of the materials used to make the cushions?**

*Answer*

Record the cost of the materials under the heading in the activity form- *net funds donated to local service*. The definition of *Net Funds donated to local service* - Includes: (1) outright money grant to a recipient (whether this is paid directly to beneficiaries in the community or to another NGO who will handle service delivery) (2) Expenses incurred to produce products or deliver services to be donated to Zonta beneficiaries (such as cost of raw materials, rental of service venue, remunerations/stipends of medical professionals, etc) where the source of funds come from fundraising.

**Q14. Can we record “in kind donations”, that is donations of products or services and not cash?**

***Answer:***

Yes. A new category has been set up in both the Club Quarterly Report and District Governors Report forms to record “the value of donated products. These are defined in the reports as “*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.*”

In the club report, refer to the line in the activity form titled “Value of donated products\*\*”. In the District Governors report refer to Table 2.6 and the heading “value of donated products”.

**ADDENDUM:  
Examples of how to complete the activity table**

Fill out one activity table for each of the activities that were undertaken by the club during the reporting period. Remember that you will complete only the lines that are relevant to the activity. The name of the activity should be typed in the heading.

**ZI International Service Programs/Projects/ZISVAW Example**

The club participates in ZI Young Women in Public Affairs award selecting a school girl from their local area and submitting the club winner to District. The two clubs involved should both complete an activity form recording their club members input into the activity.

1. Insert "Selection of Club YWPA winner" after "Name of Activity".
2. Select from one of the 8 categories provided how this advances the status of women and insert the number in the "corresponding number" column. As this activity is linked to Young Women in Public Affairs, a ZI International Service program, record 1. Donations from Zontians throughout the world fund the District and International YWPA winners.
3. The "type of project" is "Women's Education", the award intended to recognize and encourage girls. It could be argued that it also seeks to improve women's self esteem. However, the principal reason is education.
4. ZI International Service Programs and Projects/ZISVAW are a form of service. The hours involved are recorded in the line "Service project". In this example, the Club (Club A) joins with another Zonta club (Club B) to launch and publicize the award, select the winner and also present the award. "Club A", has 2 of its members involved. In all one member has spent 7 hours and the other 10 hours, totaling 17 hours.
5. "Number of individuals affected by the activity", in this example, "Club A" received 10 applications, so "10" is recorded. Club B received 5 applications, so they would record "5".
6. "Type of Media coverage"- the award was publized in the local paper and with the winners photograph and profile appearing in the local daily newspaper as well as the community newspaper and school magazine of the winner.
7. "Yes" is recorded in the line asking whether the club would "do this activity again". The club continues to attract excellent candidates and is supportive of continuing to participate in the YWPA program.
8. "Additional comments"- the club winner was awarded the District YWPA's and this is noted in addition to the information that this is the second time this has occurred since the club participated in this program 4 years ago,

These steps complete your table. This is how your (Club A's) activity table would look like after filling in all of the above:

Name of Activity: <b>Selection of Club YWPA winner</b>		Corresponding Number	1
What type of project?	Women's Education		
If advocacy, # hours and # of actions	hours	actions	
If service project, # of hours performed?	17		
If leadership training, # of hours			
If fellowship, # of hours			
If fundraising, # of hours			
Net Funds Raised *			
Net Funds Donated to local service, identify recipients *			
Net Funds Donated to Zonta International Foundation, if specific fund please name *			
Value of donated products**			
Number of individual affected by activity if local Service	10		
Type of media coverage	Daily Newspaper article of winner, winner's school newspaper, community newspaper.		
Would you do this activity again?	Yes		

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

Additional Comments: *The club winner, Sally Brown was awarded the District YWPA. This is the second time the club has had a District YWPA winner. This is the second time this has occurred since the club participated in this program 4 years ago*

**Service Example**

To illustrate how to record a service activity we are going to use as an activity the production and distribution of Breast Cancer Cushions for women. Only complete lines which are related to the activity.

1. Insert in *Breast cancer cushions for women* after “Name of Activity”.
2. Select from one of the 8 categories provided how this advances the status of women. The options are: (1) ZI International Service Programs/Projects/ZISVAW (Programs include Amelia Earhart, Young Women in Public Affairs, Jane M Klausman, ZISVAW, and the International Projects are in Niger, Afghanistan, Sri Lanka and Bolivia), (2) Local Service (includes local service projects and awards provided by Zonta Clubs) (3) Legislative Awareness or Advocacy, (4) Leadership Training, (5) Fundraising, (6) UN, or (7) Other (8) Fellowship.. The appropriate corresponding numbers of these categories should appear under the column “Corresponding Number” (when you click on this, you will see a drop down menu—click on the number that apply). *For example: Breast cancer cushions for women are a local service activity, and fit under category “2 local service”. Record “2” next to “corresponding number”.*
3. The next line down asks “*what type of project*” and provides options that are in the drop down box. In our example, the breast cancer cushions are intended to improve women’s health. Click “Women’s Health”.
4. Move to the third column of the activity table and fill in the details that are relevant to the activity commencing with the first heading “if service project, # hours performed?”
5. In our example, *Breast cancer cushions for women*, let’s assume that 5 Zontians spent 8 hours making 56 breast cancer cushions, totalling 40 hours. Another 4 Zontians spent 3 hours each (12 hours in total) distributing 40 of these to 40 women who are in need. A total of 52 hours is recorded against the heading “total service hours”.
6. Then move to the heading “*Number of Individuals Affected by the Activity Type* in 40 reflecting the 40 women who directly benefited from the service activity. If, however, only 20 were distributed in the reporting period (the quarter), then 20 would be recorded against this category.
7. Then go to the next question which relates if there was any media coverage about the activity during the reporting period. If there was, describe the type of coverage in the third column- for example, an article in the local newspaper with a photo of the cushions being presented.
8. Then go to the last question which asks whether the club would do the activity again. Two choices are offered- “yes” or “no”. In our example the club sees this activity as being very beneficial and would do it again- so clicks “yes”.
9. If you wish to provide more information, go to “*Additional Comments*”. (For example: record that the club has been engaged in this activity for 5 years)

These steps complete your table. This is how your activity table would look like after filling in all of the above:

Name of Activity: <b><i>Breast Cancer Cushions for women</i></b>		Corresponding Number	2
What type of project?	Women’s Health		
If advocacy, # hours and # of actions	hours	actions	
If service project, # of hours performed?	52		
If leadership training, # of hours			
If fellowship, # of hours			
If fundraising, # of hours			
Net Funds Raised *			
Net Funds Donated to local service, identify recipients *			
Net Funds Donated to Zonta International Foundation, if specific fund please name *			
Value of donated products**			
Number of individual affected by activity if local Service	40		
Type of media coverage	Photo and article in local paper.		
Would you do this activity again?	Yes		

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

*Additional Comments: The club has been involved in this activity for the past 5 years and has donated over 300 breast cushions to the local hospital and women’s clinics. We have submitted an article and photo of this to the ZI web site – club action section.*

If for example the club raised funds to buy the materials needed to make the breast cushions through a garage sale, please account for the hours involved in this fundraising in a separate activity table.

1. The heading for this would be “Garage Sale – Proceeds for resources for Breast Cushion for women”.
2. Then move down the form completing the relevant sections. In the line “Fundraising hours” for example, assume \$1000 was raised together with a donation from a person who attended the sale of \$500. The organisation of the garage sale took 8 hours and involved 4 people. The total fundraising hours equals 32 hrs which is broken down to 32 hours associated with the garage sale.
3. Then go to the line “Net funds raised” and record the total sum raised less any expenses – in the example this would account for \$1000 + \$500 less \$100 expenses- the net amount recorded is \$1,400 .
4. Then move to the heading ” *Net Funds Donated to Local Service*”. Of the 56 cushions which were made during the reporting period as reported in the Breast Cancer Cushions for Women Service activity, only 40 were distributed or donated to 40 women. The club calculates the value of each cushion to be \$25. Record the value of the 40 cushions (\$25 times 40= \$1000) in the line Net Funds Donated to Local Service. Please note that the number of hours taken to distribute the cushions was reported under the Service activity report ( Breast Cancer Cushions for Women, see above) and not in the fundraising/donation activity report (Garage sale proceeds for resources for breast cancer cushions for women, see below).
5. Then go to “Number of people affected by activity if local” no figure is included as none was known in this example.
6. Then go to “Type of media coverage” this is linked to a service activity which is referenced here.

Name of Activity: <b>Garage sale proceeds for resources for breast cancer cushions for women</b>		Corresponding Number	5
What type of project?	Fundraising/Donations		
If advocacy, # hours and # of actions	Hours	actions	
If service project, # of hours performed?			
If leadership training, # of hours			
If fellowship, # of hours			
If fundraising, # of hours	32		
Net Funds Raised *	1400		
Net Funds Donated to local service, identify recipients *	1000, Breast Cancer Cushion for Women Project		
Net Funds Donated to Zonta International Foundation, if specific fund please name *			
Value of donated products**			
Number of individual affected by activity if local service			
Type of media coverage	Refer to the Activity for Breast Cancer Cushion for women		
Would you do this activity again?	Yes		

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

**Legislative Awareness/Advocacy Example**

A club advocated in favour of a law to give working women 1 day off per year for medical examinations for cancer. The advocacy involved 4 different forms of advocacy:

- a) 3 members of your club spoke at different events advocating for the law. Each speech took 3 hours preparation time and 2 hours to go to the conference, give the speech and go back home. You have to record 3hours + 2hours= 5 hours x 3 members= 15 hours.
- b) Then, 10 members of the Club went to Congress/Parliament to talk with politicians advocating for the law. This meeting took 4 hours. The advocacy hours for this part are: 4hrs X 10 Zontians= 40 more hours.
- c) Total advocacy hours performed 15 hr + 40 hrs= 55hours.
- d) The law was passed. It will benefit around 750,000 women who are in the labour force in your country or province/state. You will fill the activity table as follows:
  - 1. Type the name of the activity: *Advocacy to pass a law with benefits for women’s health*
  - 2. Record in the category “Corresponding Number”, “3” for Advocacy
  - 3. Move to “What Type of project?” In this example, record *Women’s Health*.
  - 4. Move to the next line, “Advocacy Actions # hours and # of actions”. Record 4 actions (since you had 4 actions: 3 speeches in different moments and going to the Congress) and record 55 hours.
  - 5. Then go to “Number of individuals affected by activity” and record *750,000* (since these are the working women that will have a benefit with this law).
  - 6. Then go to “Type of media coverage” and explain the publicity the activity had.
  - 7. Then go to “Would you do this activity again” and record your assessment- in this example, record “Yes” as the Zontians have been successful in advocating with others to have a new law.
  - 8. Finally go to “Additional Comment” if you wish to provide any detail.

These steps complete your table. This is how your activity table would look like after filling in all of the above:

Name of Activity: <b>Advocacy to pass a law with benefits for women’s health</b>	Corresponding Number	3
What type of project?	Women’s Health	
If advocacy, # hours and # of actions	55 hours    4 actions	
If service project, # of hours performed?		
If leadership training, # of hours		
If fellowship, # of hours		
If fundraising, # of hours		
Net Funds Raised *		
Net Funds Donated to local service, identify recipients *		
Net Funds Donated to Zonta International Foundation, if specific fund please name *		
Value of donated products**		
Number of individual affected by activity if local Service	750,000 working women	
Type of media coverage	Newspapers and TV	
Would you do this activity again?	Yes	

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

Additional Comments: *We would advocate for other laws since this one was already passed.*

**Leadership Training Example**

Leadership Training activities undertaken for Zontians during the reporting period will be reported as a separate activity requiring its own table, filling in the lines leadership training hours, the number of individuals affected by this activity (this refers to the number of club officers and members who attended the training), the type of media coverage if any and would you do this activity again. Insert any additional comments you would like to report. This is how your activity table would look like:

In this example,

1. Type the name of the activity, *Leadership Orientation*.
2. Record "4" against the heading "Corresponding Number" as it is a Leadership Training activity.
3. Then moving down the rows to "Leadership Training hours"- in this example a leadership orientation program was run for 2 hour with 21 people attending including the Zontian trainer. Preparation time (2 hours) for the Zontian taking the training is taken into account. Leadership training hours therefore amount to 44 hours (21 attendees for 2 hours + 2 hr preparation). A total of 21 people were affected by the training. . Record "21" in the line: Number of Individuals affected by activity.
4. Move to "Would you do this activity again?" The training evaluations completed by attendees were very positive and recommended similar training is undertaken again. As a result, the last question on the form has "yes" is recorded on the second column.
5. Move to "Additional Comments" and note there that this leadership orientation was done in conjunction with a neighbouring Zonta Club, naming that club.

These steps complete your table. This is how your activity table would look like after filling in all of the above:

Name of Activity: <b>Leadership Orientation</b>		Corresponding Number	4
What type of project?	Other Leadership Orientation		
If advocacy, # hours and # of actions	hours	actions	
If service project, # of hours performed?			
If leadership training, # of hours	44		
If fellowship, # of hours			
If fundraising, # of hours			
Net Funds Raised *			
Net Funds Donated to local service, identify recipients *			
Net Funds Donated to Zonta International Foundation, if specific fund please name *			
Value of donated products**			
Number of individual affected by activity if local Service	21 officers and members of clubs		
Type of media coverage	.		
Would you do this activity again?	Yes		

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

Additional Comments: *Leaders Orientation was held jointly with the ZC of XX*

**Fundraising Example**

The club organised an Antique Bazaar as a fundraiser and raised \$3000. The organising committee of 5 has spent 10 hours each planning and preparing for the fundraiser, representing 50 hours in total. The event was for 8 hours with 4 of the 5 members of the organising committee at the Bazaar serving 2 hours each (equating to 8 volunteer hours at the Bazaar). A total of \$3000 was raised at the Bazaar. Expenses incurred were \$500. The profits were allocated to the clubs Award for women returning to the education (2/3<sup>rd</sup> of the profits = \$1666) and the remaining 1/3<sup>rd</sup> to ZIF for ZI's International Service Projects (\$833). Fill out the activity table as follows.

1. Type the name of the activity: *Antiques bazaar fund-raiser*
2. Record (5) against "Corresponding Number" reflecting this is a fundraising activity.
3. Move to the line on "Fundraising hours" and record 58 hours (8 hours + (10 hours x 5 members) = 58 hours)
4. Then go to *Net Funds raised* and record \$2500 (\$3000 minus expenses of \$500 incurred to do the fundraiser)
5. Then go to *Net Funds Donated* and record \$2500 if funds were allocated during this quarter- in this example they were. If they were allocated in the next quarter, then the \$2,500 would be shown in the next quarter.
6. Then go to *Net Funds Donated* and note 2/3<sup>rd</sup> of the funds (\$1666) were allocated to the Club's Award to a women returning to education and the remaining 1/3<sup>rd</sup> (\$833) to ZI International Service Project.
7. Then go to "Number of individuals affected by activity" and record "1" – the recipient of the Club award. No attempt is made to estimate the numbers affected by the ZI International Service Project. Then go down to *Net Type of media coverage* and fill that up if it received any publicity.
8. Then go to "Would you do this activity again?" and record yes as both vendors and those attending were very satisfied by the event.
9. Finally go to "Additional Comment" and note that the club has not attempted to estimate the number of people affected by its donation to the ZIF International Service Project.

These steps complete your table. This is how your activity table would look like after filling in all of the above:

Name of Activity: <b>Antique bazaar fundraiser</b>		Corresponding Number	5
What type of project?	Fundraising/Donations		
If advocacy, # hours and # of actions	hours	actions	
If service project, # of hours performed?			
If leadership training, # of hours			
If fellowship, # of hours			
If fundraising, # of hours	58		
Net Funds Raised *	2,500		
Net Funds Donated to local service, identify recipients *	1666	Club Award for Women returning to education	
Net Funds Donated to Zonta International Foundation, if specific fund please name *	833	International Service Project	
Value of donated products**			
Number of individual affected by activity if local Service	1	Club award	
Type of media coverage	Photo and article in local paper.		
Would you do this activity again?	Yes		

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

*Additional Comment: Note that in responding to the question, "number of individuals affected by activity", we have not included any estimate of the numbers that will benefit from the clubs donation of \$833 towards the ZIF-funded service projects as it is not possible to determine.*

**United Nations Example**

The Club has organized a breakfast to mark November 25<sup>th</sup>, the UN International Day for the Elimination of Violence Against Women. The Club's UN Committee is organizing the event in conjunction with the local UNIFEM committee. Invitations have been sent out for the event throughout the community and a guest speaker retained to speak about the level of violence against women in the local community and what steps are being taken to reduce it. The UN committee has spent 15 hours organizing the event, 5 of these hours linked to the fundraising, which is a secondary purpose of the event (see below). Seventy people attend the event, 20 of them Zontians, with the event taking 2 hour.

The breakfast is also serving as a fundraising event although this is not the prime purpose of the event. The fundraising part of the project is recorded as a separate activity and the hours linked to this separately reported from the event. A small profit was made from tickets sold, with each breakfast meal costing \$25. Expenses associated with the event consumed US\$10 of this price leaving a profit of \$15 per ticket. Zonta received 50% of this equating to \$7.50 per ticket. The guest speaker and the reporter from the local newspaper were not charged for their meal ticket. Hence, 68 people paid, with Zonta's share @ \$5 per ticket = \$510 net of expenses. Profit from the event is being donated to the local women's shelter (2/3<sup>rd</sup> of the profit) and to the ZIF Rose Fund. The daily newspaper has used the press release prepared by the organizing committee to publicize the event and the reporter attending the breakfast has reported the event in the newspaper the next day complete with a photograph of the guest speaker. The club has been successful in submitting an article on the event to the ZI Web site. Feedback from attendees has been very positive with the suggestion that this be a regular event. The completed activity form would look as follows:

1. Record the name of the activity, November 25 International Day for the Elimination of VAW breakfast in conjunction with UNIFEM
2. Then record "6" against "Corresponding Number" in recognition that this is an UN activity.
3. In the category "What type of project" record "preventing violence against women"
4. Then record in the "service project" line 55 hours which is calculated on the basis of 15 hours preparation together with 40 hours (20 Zontian attendees for 2 hours each)
5. There is a fundraising aspect to this event and this must be recorded on separate activity form- see below. The hours are not recorded against fundraising but service as this is the prime reason. Do not record the hours more than once, if more than one activity forms are completed for a project or event. Of the 70 attendees, 68 paid \$25 a ticket. Expenses accounted for \$10 of the ticket price with Zonta sharing any profits 50:50 with UNIFEM. Zonta's share of the "Net Funds Raised" account for \$510. 2/3<sup>rd</sup> of the profits (\$340) were donated to the local shelter for women escaping violence, while the remaining 1/3<sup>rd</sup> (\$170) was donated to Zonta International Foundations Rose Fund. The sum of \$510 is also recorded in "Net Funds Donated"
6. Then move to "Number of individuals affected by activity if local service" is 190 representing those attending the breakfast (70 attendees and in addition the local women's shelter caters for approximately 120 women and their children during the year. The committee did not attempt to estimate how many women were affected by the Rose Fund and noted this in the section on "additional comments" at the end of the table.
7. Move to "Type of media coverage" records the pre event publicity given in the daily newspaper and the article and photograph of the event itself. The ZI website's Zonta Action page also published the event.
8. Move to "Would you do this event again?" Answer "Yes" following feedback from those attending was very positive leading the organizing committee to agree that they should plan for a similar event the following year.
9. Turn to the final question, "Additional Comment" and record the decision not to estimate the number of people affected by the Rose Fund donation. Note also that this event was organized in conjunction with UNIFEM and the method used to distribute the profits.

These steps complete your table. This is how your activity table would look like after filling in all of the above:

Name of Activity: <b>November 25 International Day for the Elimination of VAW breakfast in conjunction with UNIFEM – UN ADVOCACY PROJECT</b>		Corresponding Number	6
What type of project?	Preventing Violence Against Women		
If advocacy, # hours and # of actions	hours	actions	
If service project, # of hours performed?	55		
If leadership training, # of hours			
If fellowship, # of hours			

<b>Name of Activity: November 25 International Day for the Elimination of VAW breakfast in conjunction with UNIFEM – UN ADVOCACY PROJECT</b>		<b>Corresponding Number</b>	<b>6</b>
If fundraising, # of hours	Joint fundraising and advocacy activity – primarily advocacy		
Net Funds Raised *			
Net Funds Donated to local service, identify recipients *			
Net Funds Donated to Zonta International Foundation, if specific fund please name *			
Value of donated products**			
Number of individual affected by activity if local Service	190 (70 attendees)		
Type of media coverage	Daily Newspaper article promoting the event, article of the event, ZI web site “Zonta Action” article		
Would you do this activity again?	Yes		

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

Additional Comments: *In the category “Number of individuals affected by activity” – the 190 recorded does not include an estimate of how many people would be affected by the donation to the ZIF’s Rose Fund. This event was organized with UNIFEM with profits shared 50:50. The profit shown above represent Zonta’s share.*

<b>Name of Activity: November 25 International Day for the Elimination of VAW breakfast in conjunction with UNIFEM – UN FUND RAISING</b>		<b>Corresponding Number</b>	<b>5</b>
What type of project?	Fundraising/Donations		
If advocacy, # hours and # of actions	hours	actions	
If service project, # of hours performed?			
If leadership training, # of hours			
If fellowship, # of hours			
If fundraising, # of hours			
Net Funds Raised *	\$510		
Net Funds Donated to local service, identify recipients *	\$340 Women/Children shelter		
Net Funds Donated to Zonta International Foundation, if specific fund please name *	\$170 Rose Fund		
Value of donated products**			
Number of individual affected by activity if local Service	120 women/children at the shelter		
Type of media coverage	Daily Newspaper article promoting the event, article of the event, ZI web site “Zonta Action” article		
Would you do this activity again?	Yes		

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

Additional Comments: *In the category “Number of individuals affected by activity” – the 190 recorded does not include an estimate of how many people would be affected by the donation to the ZIF’s Rose Fund. This event was organized with UNIFEM with profits shared 50:50. The profit shown above represent Zonta’s share.*

**Fellowship Example**

The club has organised a fellowship evening at the commencement of the Zonta year. It is being held at one of the member's homes and is being organised by the Fellowship Committee. There are 4 members on the committee, all of whom have been involved in organising the event. In total the committee has spent 6 hours of preparation for the event. On the night 20 of the club's 26 members attend the event which lasts 3 hours equating to 60 hours in total for the night. A total of 66 fellowship hours are involved (6 hours preparation and 60hr at the event (20 attendees at 3 hours each)),

1. Type the name of the activity: *Club New Year Fellowship evening.*
2. Then record (8) for Fellowship against "Corresponding Number".
3. Move to "Fellowship hours" and record 66 hours (6 hours preparation + (3 hours x 20 members on the night) = 66 hours)
4. Then move to the line "Number of individuals affected by the event" and record "20" representing those attending on the night of the fellowship event.
5. Turn to "Type of media coverage" and note any publicity associated with the event. In this case no publicity was received. Record "None" on this line.
6. Then go to "Would you do this activity again? Those attending said it was enjoyable and should be repeated. Record "Yes" against this line
7. Finally go to "Additional Comment" if you wish to provide any detail. In this case the evening represents the 1<sup>st</sup> of 3 fellowship events planned for the year. Note this under "Additional Comments"

These steps complete your table. This is how your activity table would look like after filling in all of the above:

Name of Activity: <b>Club New Year Fellowship Evening</b>		Corresponding Number	8
What type of project?	fellowship		
If advocacy, # hours and # of actions	hours	actions	
If service project, # of hours performed?			
If leadership training, # of hours			
If fellowship, # of hours	66		
If fundraising, # of hours			
Net Funds Raised *			
Net Funds Donated to local service, identify recipients *			
Net Funds Donated to Zonta International Foundation, if specific fund please name *			
Value of donated products**			
Number of individual affected by activity if local Service	20		
Type of media coverage	None.		
Would you do this activity again?	Yes		

\* Use local currency and District will convert to US \$ for their report to ZI Board

\*\* 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.

Additional Comments: *This fellowship event represents the 1<sup>st</sup> of 3 fellowship events planned for the year*