

Reporting Guidelines 2010-2012

Specific Guidelines for Clubs

- There are many reasons for reporting:
 - It helps to create a history of the club's activities.
 - GFWC gets a record of what kind of projects our clubs and members are interested in.
 - It is vital to have a record of our collective achievements to share with potential funders.
 - Reporting creates information to help your club learn, change, and expand in new directions.
- We want to know what your club has accomplished during each calendar year (January 1 to December 31).
- Each district has slightly different rules as to the deadline date and the numbers of copies to be turned in.
- When writing the narratives, remember:
 - Get to the point and briefly describe each project.
 - Provide the statistics for each project on the first line to include the number of members participating, the number of volunteer hours the amount of dollars donated and the amount of in-kind dollars.
- Provide the following details: What was the project? How was it accomplished? Who benefited from the project? Where and when did the project take place? Why did your club undertake this project?
- Be concise, be accurate, report only club approved projects. A club member volunteering for another organization does not automatically make it a club project.
The narrative may not exceed two pages, single-spaced.
- After all projects are completed in a specific community service program, total all projects and place the totals on the report header.
- Make the required number of copies for your district. Also make copies as required for club records.
- The club dean will prepare the GFWC Club Reporting Form. Record the totals from each Community Service Program report both collaborative and partnership and also for the GFWC Special Projects.

- The GFWC Advancement reports are also to be reported on the GFWC Reporting form. Each of these narratives is also limited to a two page, single spaced document. The special “Fundraising Event listing” will list the net profit of all non-dues fundraising events undertaken by your club. The Total Net Profit \$ is to be listed on the GFWC Report Header on the GFWC Advancement Fundraising line as “Dollars Donated.” This listing should be attached behind the two page fundraising narrative.

Special Reminders:

All donated money must be processed thru the club treasury.

Your total members participating may not exceed the number as listed in the current CFWC Yearbook.

Use fonts that can be easily read. 11 point is totally readable and if needed try Arial Narrow in 11 point. This is regular Arial in 11 point. This is Calibri 11 point.

There is no requirement for top, bottom and side margins.

One copy of the report form and a copy of all narratives should be sent to GFWC by Fax, by Mail or by Online Reporting. Use GFWC.org for online or by Fax to 202-835-0246 or by mail to GFWC at 1734 N Street NW, Washington, DC 20036-2990

Specific Guidelines for District Chairman

After the district report judging process is completed, the District Chairmen will gather the first place winning reports in each size category. Please note in RED in the upper right hand corner “Winner-Club size Category.” Complete the District report recapping all the work completed by the clubs in the district. Use the last part of the report to report the efforts of the District Chairman. Complete one copy of the GFWC Report Form and staple it to the two page district narrative. Send one copy of the District Report, all the District first place winning reports, and all remaining reports to the CFWC Chairman mailed by February 15 of each year. Send by US mail or UPS service or deliver in hand to the CFWC Chairman at the Winter Board to be held February 10-12, 2011 and February 9-11, 2012. This is an absolute deadline. Your CFWC Chairmen must complete their entire process by March 15 of each year.

There is no requirement to send a copy of club or district reports to the CFWC President or Dean.

Your CFWC State Officers and Chairman are always available to answer any questions. Just call, e-mail or write and we will strive to be of assistance. Additional help will also be available at www.CFWC.org.

GFWC COMMUNITY SERVICE PROGRAM REPORT

PROGRAM _____ Year Submitted (check one) ___ 2011 ___ 2012

GFWC State _____ District _____ Club Name _____

Prepared by: (Club Chairman) _____

Mailing Address _____ City/State/Zip _____

Phone _____ E-mail _____

Number of members in Club _____ As per CFWC Yearbook Number of member's participating _____

Total number of projects _____ Total number of Volunteer Hours _____

Total \$ Donated _____ Total of " In Kind donation" _____

Page 2 State_____ District_____ Club Name_____

MEMBERSHIP PROGRAM

Date_____

GFWC California, District_____ Club Name_____

(per CFWC Yearbook) #of Members in Club _____

Prepared by: (Club Chairman)_____

Mailing Address_____ City/State/Zip_____

Phone_____ E-mail_____

Number of members on January 1, 2010_____ Number of members lost _____

Number of members gained _____ Number of members on December 31, 2010 _____

Total number of projects_____ Number of Member's Participating _____

Total number of Hours_____ Total \$ raised_____ Total \$ of "In Kind" items donated _____
